

RESOLUTION NO. 2017-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING A NEW RECORDS RETENTION SCHEDULE AND SUPERSEDING RESOLUTIONS 90-161, 2000-107, AND 2000-232

WHEREAS, the declared purpose of this Resolution is to provide direction to City Officials, employees, contractors, and volunteers for the proper and efficient management of City of Rohnert Park records consistent with the requirements of federal and state laws including California Government Code Section 6250 et seq. "Public Records Act"; and

WHEREAS, California Government Code Section 34090 et seq. sets forth certain legal requirements relating to the retention of certain municipal records and provides parameters whereby any City record that has served its purpose and is no longer required may be destroyed; and

WHEREAS, the City Council approved prior records retention schedules by Resolution No. 90-161 dated July 24, 1990, and Resolution No. 2000-107 dated May 23, 2000; and

WHEREAS, the City Council approved a records retention schedule amendment by Resolution No. 2000-232 dated November 14, 2000; and

WHEREAS, the existing records retention schedule has become outdated since 2000 and does not reflect the current departmental arrangements within the current City government; and

WHEREAS the City Clerk and City Attorney find the attached Records Retention Schedule complies with federal and State statutes; and

WHEREAS, adoption of the new Rohnert Park Records Retention Schedule fulfills the purpose of Section 34090 et seq. of the California Government Code; and

WHEREAS, it has been recommended that a new City Wide Records Retention Schedule be adopted providing for the retention and destruction of records from all City of Rohnert Park Departments. The new Records Retention Schedule is attached and incorporated into this resolution as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Resolutions Numbers 90-161, 2000-107, and 2000-232 are hereby superseded.

Section 2. The Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, is hereby approved.

Section 3. The records of the City of Rohnert Park, as set forth in the Records Retention Schedule Exhibit A are hereby authorized for destruction as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said

schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Rohnert Park.

Section 4. The term "records" as used herein shall include records as defined by the California Public Records Act and Government Code Section 14741.

Section 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.


Section 6. The resolution shall become effective immediately upon its passage and adoption.

DULY AND REGULARLY ADOPTED this 14th day of February, 2017.

CITY OF ROHNERT PARK


Jake Mackenzie, Mayor

ATTEST:


Caitlin Saldanha, Deputy City Clerk

Attachment: Exhibit A Records Retention Schedule

AHANOTU: Aye BELFORTE: Aye CALLINAN: Absent STAFFORD: Aye MACKENZIE: Aye
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

Records Retention Schedule



City Clerk's Office
130 Avram Avenue
Rohnert Park, CA 94928

DATE

Adopted: Resolution # 2017-??

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Legends

CITATION CODES	
B&P = Business And Professions	GC = California Government Code
CAC = California Administrative Code	H&S = Health & Safety
CBC = California Building Code	HUD = Housing And Urban Development
CCP = Code Of Civil Procedure	LAB = California Labor Code
CCR = California Code of Regulations	OMB = Office of Management & Budget
CEC = California Evidence Code	OSHA = Occupational Safety & Health Act
CEQA = California Environmental Quality Act	PC = Penal Code
CFC = California Fire Code	POST = Police Officers Standards Training
CFR = Code Of Federal Regulations	R&T = California Revenue & Taxation Code
EC = Election Code	SEC = Security Exchange Commission
EVC = California Evidence Code	UFC = Uniform Fire Code
FA = California Food and Agriculture	USC = United States Code
FC = California Financial Code	VEH = Vehicle Code
FMLA = Family & Medical Leave Act 1993	W&I = Welfare & Institutions Code
FPPC = Fair Political Practice Commission	

Retention Codes	
AC = Active	FD = Final Disposition
AD = Adoption	I = Indefinite
AU = Audit	L = Life
CU = Current Year	M = Month
CL = Closed/Completed	P = Permanent
DOB = Date of Birth	S = Superseded
E = Election	T = Termination
	Y = Year

Acronyms	
CCMS = Citywide Content Management System	MOA = Memorandum of Agreement
DOJ = Department of Justice	MOU = Memorandum of Understanding
FEMA = Federal Emergency Management Agency	MSDA = Material Safety Data Sheet
FPPC = Fair Political Practice Commission	REMIF = Redwood Empire Municipal Insurance Fund
FTC = Federal Trade Commission	RFI = Request for Information
JPA = Joint Powers Agreement	RFP = Request for Proposal
LOI = Letter of Intent	RFQ = Request for Qualifications

Using the Record Retention Schedule

The retention schedule is intended to direct City staff on when and how to disposition City records after they have exceeded their lifecycle, it also provides you with the location and/or the Department of Record. Below is a descriptive sample of a record from the schedule, with category explanations:

Record Series	Retention	Statutory Reference	Disposition	Descriptor/Content	Depart. of Record
Whenever possible records have been combined into a series of like items for example "Agreements / Contracts". In some cases records are so unique that their record name stands alone such as "Historical".	This is the total amount of time that is required, either by federal, state, local statute, or internal policy.	Notes any applicable government code or policy related to the record's retention.	Refers to what will be done at the end of a records lifecycle: either: destroy, retain permanently, or transferred to the Rohnert Park storage facility.	When a record goes by more than one name, the alternative names are listed here. The purpose or function of the record is described. A series of records may be comprised of several document types, documents that most likely will be found in this series are listed. Any other notes, exceptions, or special instructions relating to the record or record series are listed here.	Department responsible for maintaining the original record. Departments not listed under "Department of Record" are deemed to have a duplicate copy of such records and may destroy the copy at any time.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for records sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. There may be some retention periods and disposition requirement within this schedule that may change between major reviews of the schedule. The City Clerk's Office welcomes all comment and suggestions concerned with improvement of record retention schedule through modifications and additions.

Use of Schedule

This PDF document contains bookmarks. To utilize bookmarks, open the document, click "View" "Show/Hide" "Navigation Panes" and select "Bookmarks." When using this Retention Schedule it may require a search mode (find), use "Control (Ctrl) F", a pop-up box will appear, use search word or words to find specific documents for your retention needs.

Contact Us

For further information on any records management, record preservation, or disposition issues, please contact:
City Clerk's Office
130 Avram Avenue, Rohnert Park, CA 94928
Phone: 707-588-2227
Email: cityclerk@rpcity.org

ALL DEPARTMENTS

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Affidavits of Publications, Public Hearing Notices, Legal Advertising, Affidavits of Posting	CU + 4Y	GC34090, 54960.1(c)(1), 911.2; CCP 337, 343, 349 et seq.	Destroy	Notices of Postings, public notices, and legal publications. Note: Brown Act challenges must be filed within 30 or 90 days of actions; Statute of Limitations on Municipal Government actions is 3-6 months.	Lead Department
AGREEMENTS / CONTRACTS				Letters of Intent, leases, Memoranda of Agreement (MOAs), Memoranda of Understanding (MOUs), Joint Powers Agreements (JPAs), etc.	
Assessment Districts	P	GC 34090	Permanent		City Clerk
CIP (capital improvement projects) / Infrastructure / MOUs / JPAs	P	CCP 337, 337.1(a), 337.15, 343; GC34090; H&S 19850 contractor has retention requirements in 48 CFR 4.703(a). Statute of limitations is 4 years; 10 years for Errors & Omissions; Land records are permanent.	Permanent	Agreement or contract includes all contractual obligations (e.g. RFP, RFQ, Scope of Work or Successful Proposal, Amendments), and Initial Insurance Certificate. May include, but is not limited to Request for Proposals (RFP), Request for Qualifications (RFQ) bid exemption documents, bid and quote lists, notices of bid opening and award, bid advertising records, tally sheets, bid specifications, bid award letter, notice of completion. These records include documentation that establish, change, amend, or close projects. May include, but not limited to: Projects; capital projects; assessment district CIP; private development fund; operating grants; external funded programs; special program donations; non-capital multi-year. Examples: Architects, buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivision, utilities, water, etc.	City Clerk
Development	P	CCP337, 337.1(a), 337.15, 337.2, 343; AC16023; GC34090, GC65864, 65869.5; 48 CFR 4.703	Permanent	Infrastructure contracts, franchises. Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements.	City Clerk

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
General Agreements and Contracts (Non capital improvement projects / Non Infrastructure	CL or T + 5Y	CCP 337 (4Y); CCP 343 (4Y); GC 34090 (2Y); US 26 CFR; 31.6001-1 (CU+4Y); US 29 CFR 516.5 (3Y); US 40 CFR; 122.21(p) (3Y); US 40 CFR; 122.41(j) (3Y); US 49 CFR 107.504 (CL+2Y); B&P 7042.5; PU7685; 48 CFR:2; GC53066	Destroy	<p>Executed agreement or contract includes all contractual obligations (e.g. RFP, RFQ, Scope of Work or Successful Proposal, Amendments), and Initial Insurance Certificate.</p> <p>Includes: contracts, exhibits, bid documents, change orders and amendments. May also include significant related correspondence, copies of payments, receipts, and other supporting papers used in managing the contract.</p> <p>Examples: Consulting, Grant agreements, loan agreements, lease agreements, legal services, professional services, goods, permit and licensing agreements, software licensing agreements, recycled water agreement, etc.</p> <p>Note: State guidelines recommend 5Y after grant closure, loan termination.</p>	City Clerk
Franchises	P	GC 34090, 65864, 65869.5	Permanent		City Clerk
Investment Agreements	P	GC34090(d); CCP 337(a)	Permanent	Note: see "All Departments" Agreements and Contracts section.	City Clerk
JPA	P	GC34090(e)			City Clerk
NOT Awarded	CU + 2Y	GC34090	Destroy	Records and information created or retained in the preparation of purchasing or acquisition of goods and services, but where the purchase order, contract, or agreement was not awarded.	Lead Department

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Real Property	L + 10Y	CCP 315 (LA10Y) CCP 337.1 (CL+4Y) CCP 337.15 (LA10Y) GC 34090 (2Y) US 26 CFR 31.6001 (CU+3Y) US 29 CFR 516.5 (3Y) US 40 CFR 70.6 (CL+5Y) US 40 CFR 122.21(p) (3Y) US 40 CFR 122.41(j) (3Y) US 49 CFR 107.504 (CL+2Y)	Destroy	Executed agreements, contracts, leases between the City and other parties pertaining to real estate and facilities. Addendums, Amendments, Attachments / Exhibits, Bids, Awards (Accepted), Certificates of Insurance, Change Orders, Delivery Records Disclosures, Exhibits, Improvement Agreements, License Agreements, Licenses, Performance Bonds, Price Lists, Property Improvement Contracts, Purchase Orders, Quotations, Receiving Reports, Real Estate Leases, Attachments, Requests for Information (RFI), Requests for Proposal (RFP), Requests for Quote (RFQ), Requisitions, Schedules, Scorecards, Specifications, Statements of Work (SOW), Surety Bonds (bid bonds, payment bonds, performance bonds, ancillary bonds), Warranties. Note: Annexations are permanent.	City Clerk
Settlements	P	CCP 337.337.1(a), 337.15, 343; GC34090, contractor has retention requirements in 48 CFR 4.703(a)	Permanent	Including Litigation Settlements.	City Clerk
Budget Operating (Dept. copies)	S	GC34090.7	Destroy	Note: Department preference as to when the copy is no longer of any use.	Finance
Calendar and Scheduling	CU + 2Y	GC34090	Destroy	Appointment books, work schedules, planners, daily assignment sheets, shift schedules. Records kept that document and facilitate the routine planning and scheduling of meetings, appointments, daily tasks, work assignments, shift assignments, vacation and/or day off schedules. Includes: weekly schedule sheets, work schedules, appointment logs, and work assignment memos.	Lead Department
Committees / Taskforces - Internal	CL + 2Y	GC34090	Destroy	Staff meetings, meetings not formed by City Council and not regulated by the Brown Act. Includes: All records, working files, general subject, minutes, agendas, and audio/visual recordings.	Lead Department

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Complaint Files - Personnel	CL + 5Y	EVC 1045; GC 12946; PC 801.5, 803(c);	Destroy	Documents complaints about employees, employee actions, or employee conduct. Includes forms and correspondence. Note: Does not include complaints or investigations of a peace officer involved shooting or high profile case records or case record complaints and employee rights.	Human Resources and Public Safety
Complaint Files - Citizen	CL + 2Y	CCP 338 et seq, 342; GC 945.6, 34090	Destroy	Documents complaints about customer service, maintenance, repairs, or materials. Includes: forms, service requests, and correspondence.	Lead Department
Copies / Duplicates	No longer required	GC34090	Destroy	Copies / duplicates are non-records and can be destroyed when no longer required. Note: Department preference as to when the copy is no longer of any use.	Lead Department
Correspondence and General Files that are drafts, notes, preliminary drafts, transitory	Non Records	GC34090, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317(1981)	Destroy	Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing out and placing them in a file folder, or saving them electronically. Items typically not records: copies, superseded manuals, holiday notices, notes, drafts, working documents in preparation of other documents, catalogs, trade journals, materials that have no substantial value, blank forms and paper kept as supplies, meeting room registrations, telephone messages, invitations, logs, checklists, thank you notes, undeliverable envelopes, visitor logs, voice mails, webpages, instant messaging, social media posting, e-mails and letter such as transmittals and acknowledgements of receipt, etc. not made or retained in ordinary course of business for the purpose of preserving the informational content for future reference. Note: Consult the Records Management Policy to determine if a record is considered transitory/preliminary draft.	Lead Department

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Correspondence and General Files	CU + 2Y	GC34090	Destroy	Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing out and placing them in a file folder, or saving them electronically. Administrative, subject, chronological, general files, letters, memorandums, working files, staff correspondence, email, notices, and requests. Note: consult the Records Management Policy to determine if a record is considered a record.	Lead Department
Correspondence from Regulatory Agencies	CL + 2Y See Note	GC34090	Destroy	 Note: Retain until issues is resolved.	Lead Department
Employee Records – Supervisory File	See Note	GC34090	Upon separation send to Human Resources	Records document an employee's history at the Department level. Includes: copies of personnel action form, leave of absence forms; safety and training records, correspondence, time off requests, documented counseling, commendations, citations, and other employee related information. Note: maintained in a separate folder by department supervisor to be incorporated into performance evaluation, or to document progressive discipline. Upon separation send to Human Resources.	Lead Department
Employee Training, Course and Training Records (Public Safety & Non-Safety Employees)	T + 6Y	GC12946, 34090 8 CCR 3203 (CU+1); GC53235.2(b) (5Y); 29 CFR 1602.14 (1Y), 29 CFR 1602.31 (CU+2Y); LAB 3076.3 (5Y); 45 CFR 164.530 (j) (CY+6Y)	Destroy	Records associated with or documenting the job-related instruction of employee/officials for job proficiency, enhancement or for skill attainment. Includes: completed tests, quizzes, certificates of completion, and certifications. Note: records can be destroyed 5 years after termination of employment	Lead Department and Human Resources

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Employee Training Materials, Schedules (Public Safety & Non-Safety Employees)	S + 6Y	GC12946; GC34090; 8 CCR 3203 (CU+1); GC53235.2(b) (5Y); LAB 3076.3 (5Y); 29 CFR 1602.14 (1Y); 29 CFR 1602.31 (CU+2); 45 CFR 164.530(j) (CY+6Y)	Destroy	Documentation regarding the content of training courses and schedules for training offered to employees. Including: course brochures, presentation materials, testing materials.	Lead Department and Human Resources
Equipment (Office) Ownership and Maintenance Records	T + 2Y	GC34090	Destroy	Records documenting the legal ownership and maintenance of all office- owned equipment. May include, but is not limited to: date of purchase or lease; purchase price; warrantee information; make and model owner's manual, and maintenance logs.	Lead Department
Events, City Sponsored	CL + 5Y See Note	GC34090	Destroy	Festival, Galas, Anniversary Celebrations, Receptions. Includes: mailing lists, invitations, photographs, media releases, correspondence, and event diagrams, supplier information, memos, reports, supporting documents. Note: transfer records of historical significance to storage facility.	Lead Department
Events, Special	CL + 5Y	GC34090 CCP 338	Destroy	Records supporting the process to request a permit or reservation for field use, facility use, park use, block parties, parades, special events, street closures, or equipment. May include, but is not limited to permit applications, correspondence, and event diagrams.	Lead Department
GIS Database / Data / Layers both Citywide and specialized	P	GC34090	Permanent	Graphic and non-graphic files for City, may also include Orthorectified aerial photos and satellite images, detail drawings, site drawings, seismic hazards, utility maps, water system, pumping facility mapping project, city facilities, aerial infrastructure projects, coordination maps.	Public Works, Community Services, Development Services
Goals & Objectives	S + 2Y	GC34090	Destroy	Department goals and objectives.	Lead Department

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Grant Records - Awarded	CL + 10Y See note	GC34090; 2 CFR200.33; 7CFR 3016.42; 21 CFR 1403.36(i)(11) & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, 570.502(a)(b), 29 CFR 97.42; 40 CFR 31.42; OMB Circular A102, A-110, A-128 & A-133	Destroy	<p>Documents the application, evaluation, awarding, administration, monitoring, and status of grants in which a local government entity is the recipient, grantor, allocator, or administer. Grants may come from federal or state governments, foundations or other private funding sources. Includes: applications including project proposals, summaries, objectives, activities, budgets, exhibits, an aware notification, grant evaluation records and recommendations concerning grant applications, grant administration records including progress reports, budgets, project objectives, proposals, and summaries, records documents allocation of funds, contracts, records monitoring project plans and measuring achievement, equipment inventories, financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation.</p> <p>Upon closure, the following grant records shall be transferred to the storage facility: Grant application package, award documents, and summary, paper, or closing documents; all remaining records can be destroyed.</p> <p>Note: If grant requires an audit the records shall be held the total retention + completion of the audit; whichever is longer. Refer to grant application close-out procedure.</p>	Lead Department
Grant Records – Not Awarded	2Y	GC34090	Destroy		Lead Department
Historical	P	GC34090	Transfer to storage facility	Records preserving the City's History which may include gifts, donations, and contributions to the City, memorials or tributes by private individuals or corporations. Includes: newspaper clippings, photographs, memorabilia, donor and acknowledgement letters, acquisition lists itemizing purchases made with contributed money (books, art, equipment, etc.), conditions or restrictions, history of fundraising events and related administrative records, and plaques.	Lead Department
MSDS (Material Safety Data Sheets)	30Y	8 CCR 3204 (d)(1)(B)(2 & 3); 29 CFR 1910.1020(d)(1)(ii)(B), GC34090	Destroy	Documents chemicals and hazardous materials owned, used, in the possession in the course of City business. Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical/substance/agent, where & when it was used is maintained for 30 years. Applies to qualified employers; Claims can be made for 30 years for toxic substance exposure.	City Clerk and Lead Department

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
News / Press Releases, City issued	2Y See Note	GC34090	Destroy	Prepared statements and announcements issued to the news media by the City. Note: transfer records of historical significance to storage facility.	Lead Department
Photographs	S + 2	GC34090	Destroy	General not associated with a project or historical record.	Lead Department
Policies & Procedures, Departmental	S + 2Y	GC34090(d)	Destroy	Documents the policies, procedural directives, and manuals developed by the Department to govern its internal management functions.	Lead Department
Policies & Procedures, Administrative	S + 2Y	GC34090(d)	Destroy	Documents the policies, procedural directives, and manuals developed by the City to govern its internal management functions.	City Clerk
Publications: Brochures, Newsletters, Reference Materials, Bulletins	CU + 2Y	GC34090	Destroy	Newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records.	Lead Department
Purchase Orders				See "Finance" Purchasing section.	
Reports, Annual and Special	CU + 2Y	GC34090	Destroy	Reports documenting the program or primary activities and/or accomplishment of the City of program, division, department, of the City. Includes: statistical analysis, narratives, graphs, diagrams, annual reports, status or progress reports, and similar information. This does not include staff reports created and/or presented by to the City Council or other legislative body (See City Clerk Section).	Lead Department
Subject / Project / Program Working Files/ Chron Files	2Y	GC34090	Destroy	Note: Retention is department preference.	Lead Department
Surveys and Questionnaires, City issued	CL + 2Y	GC34090	Destroy	Includes: notes or papers used to develop survey tools, data collection tools, results or analysis of collected data, and reports. Note: If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When no longer required). Does not include Development Surveys, (Recording data and maps) recorded maps and monuments, water or sanitary surveys.	Lead Department

All Departments - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Travel Records	CU + 2Y	GC34090	Destroy		Lead Department
Vehicle Assignment				See "Public Works" Fleet / Vehicles section.	Lead Department

Risk Management

Risk Management - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Accident Reports – City Assets	CL + 7Y	29 CFR 1904.2; 29;*	Destroy	Reports and related records. * CFR 1904.6	REMIF, Human Resources, and lead department
Accident, Incident, and Injury Reports – Public and Employee	CL + 7Y	GC34090.7	Destroy	Forms and documents non-vehicle accidents and injuries including incident/loss reports.	REMIF, Human Resources, and lead department
Bonds, Insurance	P	CCP 337.2; 343	Permanent	Bonds and insurance policies insuring city property and other assets.	HR
Claims, Damage	CL + 5Y	GC34090; GC25105.5	Destroy	Paid/Denied Redwood Municipal Insurance Fund (REMIF). Includes: damage to person and property i.e. sidewalk, potholes, trip, etc.	REMIF and Clerk's Office
Claims, Property Loss Recover	CL + 5Y	GC34090(d)	Destroy	May include but is not limited to: claims and records related to cost recovery against persons or entities responsible for damage to City property.	Finance & Lead Department
Incident Reports	CL + 7Y	29 CFR 1904.2; 29 CFR 1904.6	Destroy	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement).	Lead Department

Risk Management - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Insurance, City's	P	GC34090; CCP 336(a), 337	Permanent	<p>The City's Insurance - Documents the terms and conditions of insurance policies between local government and insurers. Types of insurance include liability, property, group employee health and life; motor vehicle, workers' compensation, flood and others.</p> <p>Includes: Proof of insurance includes certificates and endorsement documents insurance coverage required for city contracts, permits, leases and all other agreements and REMIF (Redwood Empire Municipal Insurance Fund) accreditation, MOUs, agreements, certificates, endorsements, policies.</p>	Human Resources, City Clerk
Insurance, Liability/Property	P	GC34090	Permanent	May include liability, property, Certificates of Participation, deferred, use of facilities.	Lead Department
Insurance that cannot be matched to an Agreement, Contract, project, grant, etc.	11Y	GC34090; CCP 336(a), 337	Destroy	Note: Covers E&O Statute of Limitations; Published Audit Standards 4-7 years; Statute of Limitations: Contracts & Specs = 4 years, Wrongful Death=completion + 5 years, Developers=completion + 10 years	Lead Department, Purchasing
Photographs, Negatives, Film, Video	CL + 5Y	GC34090	Destroy		Lead Department
Risk Management Reports	CL + 5Y	OMB 1220-0029; 29 CFR1904.4; GC 34090	Destroy	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies	REMIF
Workers Compensation	P	CCR 14311, 15400.2, 8 CCR 10102, 3204(d)(1) et seq; LAB 110-139.6; GC6410, 12946; 29 CFR 1910.20	Permanent	<p>Claim Files, Reports, Incidents (working files) originals filed with Administrator</p> <p>Indemnity; PERS - working files - originals with Administrator.</p> <p>90 years – Workers' Compensation Indemnity Claims 75 years - pre-designated doctors 30 years – work related exposure records 15 years – medical only claims 10 years – employee first aid records 10 years - Workers' compensation incidents</p>	REMIF and Human Resources

ADMINISTRATION

City Manager

City Manager – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Economic Development Programs and Services	CL + 10Y	GC34090 CCP 337.15	Destroy	Records and information documenting the City's economic development programs. Includes: business promotion programs, business recruitment programs, community activities, demographics, economic development programs, economic development strategy, parking management strategies, retail incentive programs, and urban design plans.	City Manager
Speeches / Presentations	2Y	GC34090	Destroy		City Manager

Information Services

Information Services - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Helpdesk Information	CL + 2Y	GC34090	Destroy	Note: Retention is department preference.	IT
Network Information	CU + 5Y	GC34090; CCP 337.2, 343	Destroy	Configuration maps and plans. Note: Retention is department preference.	IT
Policies and Procedures	S + 2Y	GC34090	Destroy	Management/Policies and supporting documentation including security.	IT
Program Files and Directories/Folders Backups	CU + 2Y	GC3409, GC3409.7	Destroy	Used for disaster recovery purposes only; Considered a copy and can be destroyed when no longer needed. All users' files and folders are backed up daily to weekly to monthly with a one year backup retained.	IT
Software Media, Applications, Database Systems, and Licenses	No longer required	GC3409, GC3409.7	Destroy	City applications and databases running on servers including all cloud databases. Note: Department preference as to when the software is no longer of any use.	IT
Surveillance Video	1Y	GC34090.6 (a)	Destroy		IT

Information Services - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
WORM/DVD-r/Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes	P	GC60200, 12168.7, EVC1550, CCR22620	P	For legal compliance for Trusted Electronic Records (when the electronic records servers as the official record).	IT

Legal

Legal – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Agreements Contracts				See “All Departments” Agreements/Contracts section.	
Appeals, Civil	CU + 3Y	CCP 583.320(a)(3); GC34090	Destroy		REMIF City Attorney
Case Log	CL + 7Y	CCP 337.2, 343	Destroy	From Close of cases listed; Chronological listing of cases.	City Attorney REMIF
Criminal Prosecutions	CL + 15Y	GC34090	Destroy		City Attorney
Litigation - Case Records - (High Profile)	P	GC6254	Permanent	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs.	City Attorney
Litigation - Case Records	CL + 10Y	GC911.2, 945.6, 34090, 34090.6; PC 832.5; 42 USC s1983	Destroy	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18).	City Attorney REMIF
Litigation Final Settlement	P	GC911.2, 945.6, 34090, 34090.6; PC 832.5	Permanent	Note: City Clerk retains settlement agreements.	City Attorney REMIF
Index, Attorney Case	L	GC6254	Destroy	Including notations on activities related to case.	City Attorney
Opinions, Legal	S + 2Y	GC34090; 6254	Destroy	Confidential.	City Attorney
Pitchess Motions	CL + 5Y	GC34090; EV1045(b)(1)	Destroy		City Attorney
Subpoena Duces Tecum	CL + 2Y	GC34090	Destroy		City Attorney City Clerk

CIP (CAPITAL IMPROVEMENT PROJECTS)

CIP – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Agreements Contracts				See “All Departments” Agreements/Contracts section.	
Capital Improvement Projects & Master Plans	P	GC34090(d)	Permanent	Documents the administration of Capital Improvement Projects (infrastructure and facility). Includes: , Design Contract Agreement, Final plans and specs, fully executed construction contract agreement and all contract change orders, bonds, certification of occupancy, permits, records drawings (as-built), regulatory agency approvals, Notice of Award, Notice to Proceed, Notice of Completion, Completion Report.	Lead Department
Capital Improvement Projects	CL + 10Y	CC337.15	Destroy	Supporting documents including bidders list, non-winning bids, Council Resolutions, project administration records, schedules, certified payrolls, invoices and progress payments, submittals, requests for information (RFI), material certifications, meeting notes, weekly working day reports, reports, work orders, schedules, material testing reports, energy calculations, structural calculations, correspondence, design exception report, water books, water plans, soils reports, Topo surveys, and structural calculations, CCTV videos and reports.	Lead Department
California Environmental Quality Act (CEQA)	P	GC34090(a); CEQA Guidelines	Permanent	Exemptions, Negative Declarations, Environmental Impact Report, Mitigation monitoring, negative declaration, notice of .determination, comments, statements of overriding considerations	Lead Department
Construction Tracking, Daily	P	CC337.15	Permanent	Daily inspections.	Lead Department
Contractors	CU + 2Y	GC34090d	Destroy	Current CUCCAC listing.	Lead Department
Drawings, Traffic Control Plan	P	GC34090a	Permanent	Signs, signing & striping, road construction.	Lead Department
Master Plans, Annual	S + 2Y	GC34090	Destroy	Special or long range program plan for municipalities – coordination of services; strategic planning.	Lead Department

CITY CLERK

City Clerk – Record Series Title	Retention	Statutory Reference	Dispositio n	Descriptor/Content	Department of Record
Annexations, Boundaries, Consolidations/ LAFCO	P	GC34090a; GC6254	Permanent	Documents the history of land annexations. Includes: recorded maps, agreements, and reports.	City Clerk
Appeals	CU + 3Y	GC34090 et seq.; CCP 583.320(a)(3)	Destroy	Appeals to the City Council, Planning Commission, and City Manager. Includes: administrative citation appeals/request for hearing and massage business license appeals.	City Clerk and Lead Department
Articles of Incorporation	P	GC34090; CCP 337.2	Permanent	A written instrument that creates and defines the rights and privileges of the City. May include, but is not limited to original documents, petitions for incorporation, constitution, by-laws, and amendments.	City Clerk
Assessment Districts Annual Renewal Reports, Assessment Roll Report	P	GC 34090		Maintenance Districts, Bond Districts, Acquisition Districts, PBIDS, CFDs. Records the levying of taxes and assessments for maintenance and construction; and distribute funds. Includes: annual reports; tax rolls; maps; consultant contracts; engineer's reports; acquisition and shortfall agreements; cost verification letters and binders; budget journals; cost accounting records. Note: City Clerk holds original documentation.	City Clerk and Lead Department
ASSESSMENT PROCEEDINGS		GC 53753(e)(2); EC 17302, 17306; CA Constitution Article XIII		Document the tabulation of ballots relating to assessment districts such as assessment districts, landscape and lighting districts, and property.	
Proceeding Certificate and Proposition 218 Ballots	P	GC 34090	Permanent		City Clerk
Vote Tabulation	CU + 2Y	GC 34090	Destroy	Prop 218 Ballots and/or protest letters.	City Clerk
CITY COMMISSION, COMMITTEE, & BOARD RECRUITMENT		GC34090		Documents the recruitment process of persons who have applied to serve on a City Board, Commission or Committee. Includes: applications to City Commission, Committee, and Board, recruitment administrative records, announcements, and correspondence.	City Clerk

City Clerk – Record Series Title	Retention	Statutory Reference	Dispositio n	Descriptor/Content	Department of Record
Successful / Appointed	T + 2Y		Destroy		City Clerk
Unsuccessful / Not Appointed	2Y		Destroy		City Clerk
City Seal and Flag	P	GC34090(d)	Superseded originals will be transferred to storage	The City Seal is the official mark of the City, generally used in embossed form to guarantee the authenticity of a City document. This is different than a logo or brand. Note: Historical records.	City Clerk
FPPC		GC34090		Fair Political Practices Commission	
Conflict of Interest, 87200 Filers / Form 700	7Y	GC81009(f)&(g), 34090(d)	Destroy	FPPC Form 700 Statement of Economic Interest- Conflict of Interest Code and administrative files for 87200 filers (City Councilmembers, City Manager, City Treasurer and City Attorney). Note: Originals are filed with the FPPC and a copy is maintained by the City Clerk (Filing Officer). 84615(i) covers Online Disclosure retention of 10Y.	City Clerk and FPPC
Conflict of Interest, Designated Employees and Consultants / Form 700	7Y	GC81009(e)&(g), 34090(d)	Destroy	FPPC Form 700 Statement of Economic Interest – City’s Conflict of Interest Code designated filers (adopted by City Council Resolution). Note: City Clerk (Filing Official) maintains original.	City Clerk
Ethics Training / AB1234 Certificate	CL + 5Y	GC34090, 53235.2(b)	Destroy		City Manager
Form 801	7Y	FPPC Opinion; 2 CCR 18944(c)(3)(G)	Destroy	Payments to Agency Report. Note: must be posted to the City’s website.	City Clerk
Form 802	7Y	GC81009(e)	Destroy	Agency Report of Ceremonial Role Events and Tickets Distributions. Note: should be posted to City’s website for 4 years.	City Clerk
Form 803	7Y	GC34090; 81009(e)	Destroy	Behested Payment Report.	City Clerk

City Clerk – Record Series Title	Retention	Statutory Reference	Dispositio n	Descriptor/Content	Department of Record
Form 804	P	FPPC Reg. 18734(c); GC81009(e)	Permanent	Agency Report of New Positions.	City Clerk
Form 805	P	FPPC Reg. 18734(c); GC81009(e)	Permanent	Agency Report of Consultants.	City Clerk
Form 806	7Y	2 CCR 18705.5; GC34090, 81009(e)	Destroy	Agency Report of Public Official Appointments. Note: must be posted to the City's website.	City Clerk
Master Appointments Lists	P	GC34090	Permanent	Roster of Elected and Appointed Officials (Board & Committee Members, etc.), Local Appointments List (Maddy Act). Note: retained for historical value.	City Clerk
Municipal Code	P	GC34090	Permanent	Includes supplements. The Municipal Code documents all ordinances passed by City Council.	City Clerk
Oaths of Office	T + 6Y	GC34090, 36507; PC801.5; 29 UCS 1113	Destroy	City Council, City Commission, Committee, and Board, and Planning Commission. Note: Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose termination + 6 years	City Clerk
Public Records Requests	CL + 2Y	GC34090	Destroy	Any request for records under sunshine laws; Open Records Request, California Public Record request, and Freedom of Information Act requests. Includes: request, records requested, correspondence, and tracking/logs.	City Clerk
RECORDS					
Inventory	CU + 2Y	GC34090; 80 OPS Attorney General 106	Destroy	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.	City Clerk
Records Management	CL + 2Y	GC34090	Destroy	Includes retrieval, transfers, inactive records.	City Clerk

City Clerk – Record Series Title	Retention	Statutory Reference	Dispositio n	Descriptor/Content	Department of Record
Records Management Disposition Certification	P	GC34090(e); CCP 343	Permanent	Documentation of final disposition of records. Includes: disposal lists and destruction authorizations.	City Clerk
Records Management Policies	S + 4Y	CCP 343	Destroy	Records Management Policy and Records Retention Schedule.	City Clerk

City Council

City Council – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Agenda Packets	P	GC34090	Permanent	Agendas, staff reports, documentation received, created and/or submitted at a meeting for City Council and Planning Commission, and City Commission, Committee, and Board (Brown Act bodies). Note: Retention is department preference.	City Clerk
Applications, Boards, Commissions, and Committees- Selected / Appointed	T + 5Y	GC34090	Destroy		City Clerk
Applications, Boards, Commissions, and Committees – Unsuccessful / Not Appointed	CL + 2Y	GC34090	Destroy		City Clerk
Ceremonial Documents	CU + 2Y	GC34090	Destroy	Proclamations, certificates, recognitions.	City Manager
City Council Standing & Ad Hoc Committees	T + 2Y	GC34090	Destroy	Composed of less than a quorum of the City Council for a limited period of time regarding a specified subject matter.	City Manager
Correspondence	CU + 2Y	GC34090	Destroy	Correspondence directly to and from Councilmembers.	City Manager

City Council – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
External Boards, Commissions, Committees, and Organizations	As needed	Non Records	Destroy	The originating agency/meeting body is the department of record. Examples: Sonoma County Library Commission, REMIF, Mayors' and Councilmembers' Association.	City Clerk
Meeting Notices	CU + 2Y	GC 34090.7, 54960.1(c)(1)	Destroy	Includes special meeting.	City Clerk
Minutes and Bylaws	P	GC34090(d), 36814, 40801	Permanent	Minutes or Bylaws for City Council and Planning Commission, and City Commission, Committee, and Board (Brown Act bodies). Including bylaws for the City of Rohnert Park Foundation.	City Clerk
Ordinances / Resolutions	P	GC34090(d), 40806, 40801	Permanent	Legislative and non-legislative actions that document the City's policy development. An ordinance defines a law set forth by the City Council. A resolution is formal expression of opinion, will, or intent voted by the official body.	City Clerk
Petitions	CU + 1Y	GC50115, 6253	Destroy	Petitions submitted to legislative/advisory bodies. Note: may be part of the agenda packet and would then be permanent.	City Clerk
Recordings / Video / Audio	5Y minimum	GC34090.7, 54953.5(b), 60201	Destroy	Including live stream of City Council and Planning Commission, and City Commission, Committee, and Board (Brown Act bodies) meetings. Note: Retention is department preference; audio and video recording of meetings are 30 days per GC 54953.5(b). or 90 days per GC 34090.7.	City Clerk

Elections

Election – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Calendar	E + 2Y	GC34090	Destroy		City Clerk
Campaign Statements – not required to be filed with the City Clerk	E + 4Y	GC81009(f)&(g)	Destroy	FPPC 400 Series Forms - would be copies.	City Clerk
Campaign Statements, Elected / Successful Candidates	P	GC81009(b)&(g)	Permanent	FPPC 400 Series Forms, Form 501 Candidate Intention Statement, and Form 700 Statement of Economic Interest. Note: must retain paper for 2 years.	City Clerk

Election – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Campaign Statements, Not Elected / Unsuccessful Candidate	E + 5Y	GC81009(b)&(g)	Destroy	FPPC 400 Series Forms, Form 501 Candidate Intention Statement, and Form 700 Statement of Economic Interest. Note: must retain paper for 2 years.	City Clerk
Campaign Statements Other Committees	E + 7Y	GC81009(c)&(g)	Destroy	FPPC 400 Series Forms. PAC, not candidate controlled.	City Clerk
Candidate File, Elected	8Y	GC81009(b) & (g), 34090(d); EC 17100	Destroy	Includes Nomination Papers, Candidate Statements, ballot designation worksheet, biographical form, arguments/rebuttals for measurements, etc. Note: Term of office + 4Y.	City Clerk
Candidate File, Not Elected	E + 5Y	GC81009(b) & (g); EC 17100	Destroy	Includes Nomination Papers, Candidate Statements, ballot designation worksheet, biographical form, arguments/rebuttals for measurements, etc. etc.	City Clerk
Canvass	P	GC 22932; EC 17130, 2653	Permanent	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results.	City Clerk
Certificates of Election	Term + 4Y	GC81009 (a) & (d)	Destroy		City Clerk
General Working / Administration Files	E + 4	GC34090	Destroy	Includes: Notifications and Publications (proof of publication or posting, certification and listing of notice of posting, copy of newspaper notice and certification of offices to be voted)correspondence, candidate handbooks, precinct maps, county election services, voter information, etc.	City Clerk
Historical	P	GC34090	Permanent	Sample Ballot, final results, names and terms of elected officials, etc.	City Clerk
Initiative / Recall / Referendum	P	GC81009 (f) & (g), 34090; EC17200, 17400	Permanent	City Attorney Opinions, Ballot Measure Arguments, Impartial Opinion, Election Results. Note: Department preference to retain for historical value.	City Clerk
Petitions / Initiative, Recall, Referendum	CL + 8 M	EC 17200, 17400	Destroy	Signed petition submitted to City Clerk. Note: Not accessible to the public.	City Clerk

COMMUNITY SERVICES

Parks & Recreation

Parks & Recreation - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Community Pools	CU + 2Y	GC34090(d)	Destroy	Records that support routine business operations of the City's Community Pools. May include but is not limited to activity schedules, center rental agreements and rental, and wheelchair lifts/chair transfers, and administration records.	Community Services
Department of Health Records	5Y	GC34090	Destroy	Records required by the Department of Health for Concession stand operations, aquatic facilities, and hazardous materials. May include, but is not limited to: pool inspections, lifeguard certifications, and concessions at City facilities, parks, and pools.	Community Services
Equipment	AU + 2Y	GC34090	Destroy	Inventory, warranties, purchase orders.	Community Services
Facility Use Applications/Facility Use Permits	CU + 2Y	GC34090	Destroy	Includes: Applications, Certificates of Insurance, permits, contracts, diagrams, and schedules.	Community Services
Grants				See "All Departments"	
MATERIALS					
Activities, Classes, & Events	CL + 2Y	GC34090	Destroy	May include but not limited to: Schedules, materials, program administration records, correspondence, and promotional materials such as brochures, flyers, and advertisements.	Community Services
Camps	CL + 7Y	GC34090(d); American Camping Association Guidelines	Destroy	May include but not limited to: Schedules, materials, program administration records, correspondence, and promotional materials such as brochures, flyers, and advertisements. Some statistical special event records are also kept in the CLASS Reservation Database.	Community Services
Programs	T + 2Y	GC34090	Destroy	May include but not limited to: Schedules, materials, program administration records, correspondence, and promotional materials such as brochures, flyers, and advertisements. Some statistical special event records are also kept in the CLASS Reservation Database.	Community Services

Parks & Recreation - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Participant Registration and Attendance Records	CU + 2Y See Note regarding Minors	GC34090	Destroy	Documents the registration and attendance of participants in sponsored events, activities, and classes. Records may include registration forms or cards, class or activity rosters, sign in sheets, consent/waiver forms, emergency cards, and related documents. Some statistical special event records are also kept in the CLASS Reservation Database. Note: For a minor, records are maintained 1 year after minor turns 18	
Special Events				See "All Departments".	

Performing Arts Center (PAC)

PAC – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Audits	CU + 2Y	GC34090 et seq.	Destroy		PAC
Booking Sheets and Cancellations	CU + 2Y	GC34090 et seq.	Destroy		PAC
Cash Receipts, Deposit Slips, Check Stubs	CU + 5Y	GC34090 et seq.	Destroy		PAC
Event Files	CU + 5Y	GC34090 et seq.	Destroy		PAC
Event Line up sheets	CU + 2Y	GC34090 et seq.	Destroy		PAC
Petty Cash- Change Fund	CU + 5Y	GC34090 et seq.	Destroy		PAC
Partner Files	T + 5Y	GC34090 et seq.	Destroy	RFP, Agreement, Insurance Certificates, Correspondence, etc.	City Clerk
REPORTS					
Business Management Reports	CU + 2Y	GC34090 et seq.	Destroy	Manager's Report, Daily Checklist, Coordinator Walk-thoughts	PAC

PAC – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Financial Reports	CU + 5Y	GC34090 et seq.	Destroy		PAC
Schedules	CU + 2Y	GC34090 et seq.	Destroy	Events, Work Hours	PAC
Surveys, Client Critiques	CL + 2Y	GC34090 et seq.	Destroy		PAC

DEVELOPMENT SERVICES

Development Services - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
General Services Database Records	P	GC34090	Permanent	GORequest / Government Outreach program.	Public Works Public Safety Development Services
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Permanent	Plans, building, signs, grading, encroachment, including blueprints and specifications.	Development Services
Permits, Other	CL + 2Y	GC34090d	Destroy	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	Development Services
Photographs	S + 2Y	GC34090d	Destroy	General- not associated with a project or application.	Development Services
Projects, Not Completed or Denied	CL + 2Y	GC34090d	Destroy	Building, engineering, planning.	Development Services
Reports	CU + 2Y	GC34090	Destroy	Activity, periodic.	Development Services
Seismic Retrofit Program	P	GC34090a	Permanent	Includes Certificates of Compliance.	Development Services
Special Studies (not related to a specific project)	P	GC34090(d)	Permanent	Growth Management, Hazardous Waste, Land Use, Noise, Population, Traffic, Transportation, Windmills, etc.	Development Services
Studies, Special Projects & Areas	CL + 2Y	GC34090d	Destroy	Engineering, joint powers, noise, transportation.	Development Services

Building

Building – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Code Books	P	GC50022.6	Permanent	CBC, CRC, CEC, CPC, CMC,CEBC,CFC, CalGreen, Energy Code, UBC, UPC, UEC, UMC, etc. including supplements.	Building

Building – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Completed Building File Non Residential Structures	P	GC34090(d); H&S 19850.a-d; CBC 104.7, 107.5; CC 1351	Permanent	For completed projects including: building plans and specifications, construction documents, Certificate of Occupancy (COO) and use, structural calculations, final approval from design professional, special inspections, verification of green building, permit application, plan sheets and supporting documents, receipts, project correspondence, inspection certifications, hold harmless agreement, flood certification, alternative means, accessibility hardship, and all required forms.	Building
Completed Building File Residential Structures	CL+2	GC34090(d); H&S 19850.a-d; CBC 104.7, 107.5; CC 1351	Destroy	For completed projects including: building plans and specifications, construction documents, structural calculations, final approval from design professional, special inspections, verification of green building, permit application, plan sheets and supporting documents, receipts, project correspondence, alternative means, and all required forms.	Building
Correction Notices	CL	GC34090d	Destroy	Daily activity inspector log and correction notices.	Building
Expired Building File Residential and Non-Residential Structures	P	GC34090(d); H&S 19850.a-d; CCR Title 24 CBC CBC 104.7, 107.5; CC 1351	Permanent	For expired permits or certificates including: building plans and specifications, construction documents, building permits, correction notices, Temporary Certificate of Occupancy (TCO), declarations, structural calculations, final approval from design professional, special inspections, verification of green building, permit application, plan sheets and supporting documents, receipts, project correspondence, inspection certifications, alternative means, accessibility hardship, and all required forms.	Building
Notice of Violations, Unsafe Structure, & Stop Work Notices	CL + 2Y	GC34090d	Destroy	Correspondence, fees, appeal requests, reports, compliance orders, stop work notices, etc.	Building
Permit Applications (Not Approved / Expired)	CL + 180 days	CCR Title 24 CBC 105.3.1 & 105.3.2, CRC R105.3.1.2	Destroy	Building plans and specifications for construction of Residential and Non-Residential Structures. (ie construction documents)	Building
Permit Database TRAKiT	P		Permanent	Records serve as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work. Data is interrelated to other documents.	Development Services

Building – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Permits and Certificates, Issued	P	GC34090a; 4003; 4004; H&S 19850, 19853	Permanent	For residential and non- residential structures including new construction alterations, additions and modifications to mechanical, electrical, and plumbing systems.	Building
Plan Requests	2Y	GC34090	Destroy	Requests and permissions to receive copies of plans to and from architects.	Building

Code Compliance

Code Compliance - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Case Files	CL + 2Y	GC34090d	Destroy	Building, zoning, housing and mobile home code violations. Including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general.	Development Services
Liens & Releases				Utilities, abatement, licenses.	Development Services
Supporting	CL + 2Y	GC34090	Destroy		Development Services
Recorded	P	GC34090	Permanent		Development Services
Logs	CU + 2Y	GC34090d	Destroy	Lien Recovery, citations, complaints.	Development Services
Regulations	S + 2Y	GC34090d	Destroy	Includes rules.	Development Services
Reports, Federal and State	P	GC34090a	Permanent	Code enforcement statistics; may contain records affecting title to real property or liens thereon.	Development Services

Engineering

Engineering – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Benchmark Data	P	GC34090d	Destroy	Horizontal, vertical & control.	Engineering
Bridges & Overpasses Reports	L	GC34090	Destroy	The reports come from the state. Retain for life of structure.	Engineering
Surveys	P	GC34090a	Permanent	Recording data and maps.	Engineering

Engineering – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Development Standards	P	GC34090a	Permanent	Manual of Standards.	Engineering
Maps & Plats	P	GC34090a	Permanent	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	Engineering
Permits					
Encroachment	P	GC34090	Permanent		Engineering
Grading	P	GC34090	Permanent		Engineering
Improvement	CL + 2Y	GC34090	Destroy	May include curbs, sidewalks; Applications for excavation, fill, alterations	Engineering
Oversize Load	CL + 2Y	GC34090	Destroy		Engineering
Parking	CL + 2Y	GC34090	Destroy	Residential	Finance
Paving	CL + 2Y	GC34090	Destroy		Building
Use (Temporary)	CU + 2Y	GC34090	Destroy	Includes Special Events	Planning
PROPERTY					
Abandonment	P	GC34090a	Permanent	Buildings, Condemnation, Demolition	Engineering
Acquisition/Disposition	CL + 10Y	GC34090a; GC6254	Destroy	Supporting documents re: sale, purchase, exchange, lease or rental of property by City	Engineering
Appraisals	CL + 2Y	GC34090; GC6254(h)	Destroy	Exempt until final acquisition or contract agreement obtained	Engineering
Deeds & Promissory Notes	P	GC34090a;	Permanent	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA- 110	Engineering
Eminent Domain	P	GC34090d	Permanent	Records relating to the legal process initiated by the City to acquire private property for a public use. Includes: relocation assistance, title reports, settlement statements, and acquisition agreements.	Engineering
Maps, City Boundary	P	GC34090d	Permanent	Recorded maps, surveys, monuments	Engineering
Lot Split Cases	P	GC34090	Permanent		Engineering
Railroad Right-of-way	CL + 3Y	36 CFR 64.11	Destroy	Land acquisitions, correspondence, improvements, statutory records	Engineering

Engineering – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Routes, School Bus & Truck	S + 2Y	GC34090	Destroy	Truck routes, access ramps, rest areas.	Engineering
Soil Reports	P	GC34090d	Permanent	Final Reports.	Engineering
Special Districts	P	GC34090a	Permanent	Improvement, lighting, underground utility; bonds, taxes & construction.	City Clerk and Engineering
Streets- Abandonment / Vacations of Streets/Alleys	P	GC34090	Permanent	Relinquishment of rights and fee title.	Engineering
Streets - Easements, Dedications, Rights-of-Way	P	GC34090	Permanent		Engineering
Streets - Inspection	CU + 2Y	GC34090	Destroy	Includes intersection, sidewalks	Engineering
Street - Signage	L + 2Y	GC34090	Destroy	Log books, index register cards, inventory lists, records of traffic signs.	Engineering and Public Works
TRAFFIC					
Congestion Management	CU + 2Y	GC34090d	Destroy	Ride sharing, trip reduction.	Engineering
Speed Limits	S + 2Y	GC34090	Destroy	Including policies and procedures for setting limits.	Engineering
Speed Survey	S + 5Y	GC34090	Destroy	Required every 5 years, but can be extended to 7 to 10 years.	Engineering
Traffic Count, Collisions, Accidents	CL + 2Y	GC34090d	Destroy	Evaluation of traffic volume.	Engineering
Traffic Control Devices	The greater of S or 10Y	GC34090d	Destroy	Document the history of traffic signal timing at City's intersections and maintenance of traffic signal and devices. Includes traffic signal timing reports.	Engineering

Engineering – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Traffic Control Device Inventory	S + 2Y	GC34090	Destroy	Signs, lights.	Engineering
Traffic Safety	S + 2Y	GC34090	Destroy	Drivers Education, Pedestrian Safety, Bicycle Lanes.	Engineering
Traffic Signals	L	GC34090	Destroy	Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.	Engineering
Traffic Studies, Counts, and Calming	S + 5Y	GC34090	Destroy	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices.	Engineering

Planning

Planning – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Air Quality (AQMD)	CU + 7Y	CCP338(k); GC34090	Destroy	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative.	Planning
Annexation Case Files	P	GC34090a	Permanent	Annexations, boundaries, consolidations, LAFCO. Reports, agreements, public notices.	Planning
Certificates	L	GC34090	Destroy	Compliance, elevation, occupancy, etc. which affect real property. Retain during life of structure.	Planning
Development Conditions	L	GC34090	Destroy	Mitigation measures; filed with case files.	Planning
Development Agreements				See “All Departments” Agreements / Contracts section.	Planning
Design Review Project File	CL + 10Y	GC34090(d); 14 CC15095(c)	Destroy	Records relating to building structures or modifying existing structures in design review districts. File routing documents, noticing documents, project correspondence, records of decision, council and commission staff reports and exhibits, invoices, receipts, environmental documents (if required by project). All required forms.	Planning
Environmental Determinations	P	GC34090	Permanent	Environmental reports inside City boundaries. EIR's, Negative Declarations, Notice of Determination, Categorical Exemptions, etc.	Planning
General Plan Elements and Amendments	P	GC34090 GC65103; *	Permanent	Land use studies, plans, reports. Includes sphere of influence.	Planning

Planning – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
General Plan Amendment Applications		GC34090 GC65103; *		* GC50110	Planning
Approved	CL + 2Y		Destroy		Planning
Denied	CU + 2Y		Destroy		Planning
General Plan working papers	2Y	GC34090; 14 Ca Code of Regs15095(c)	Destroy	File routing documents, noticing documents, project correspondence, records of decision, council and commission staff reports and exhibits, invoices, receipts, environmental documents (if required by project), all require forms. Note: Department preference as to when no longer of any use.	Planning
Historic Preservation Inventory	CU + 2Y	GC34090d	Destroy	Historic structures & landmarks.	Planning
Interpretations	CU + 2Y	GC34090	Destroy		Planning
Land Uses, nonconforming	P	GC34090a	Permanent	Building or site usage which does not conform to current standards.	Planning
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Permanent	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans.	Planning
Planning and Zoning Project Files	P	GC34090(d), 34909(a);14 Cal Code Regs 15095(c); H&S 19850; 4003, 4004	Permanent	Pertains to real property. File routing documents, noticing documents, project correspondence, records of decision, council and commission staff reports and exhibits, invoices, receipts, environmental documents (if required by project), all required forms. Records regarding, but not limited to, the regulation and use of land, lot line adjustments, buildings or other structures for residences, commerce, industry, and other uses required by the community; the regulation of the location, height, and size of buildings or structures. Records documenting planning applications for entitlements required by Title 16 or Title 17 of the City Code.	Planning

Planning – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Planning Project Files Incomplete or Withdrawn	CL + 2Y	GC34090.7, 34090	Destroy	File routing documents, noticing documents, project correspondence, records of decision, council and commission staff reports and exhibits, invoices, receipts, all required forms. Projects have a 1 year vesting (applicant must pull permit within 1 year), and can be extended – those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired.	Planning
Planning Project Files Permanent Entitlements (approved, denied, or expired)	P	GC34090(d);14 Cal Code Regs 15095(c)	Permanent	Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans & Maps, Appeals, etc. Examples: Conditional Use Permits (CUP's), Design review, General Plan Amendments (GPA), Lot Line Adjustments, Parcel Maps, Site Plans, Specific Plans, Specific Plan Amendments, Tentative Subdivisions, Variances, Zone Changes, etc. Projects have a 1 year vesting (applicant must pull permit within 1 year), and can be extended – those applications in which the applicant does not follow through, and can be extended, the permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a “reasonable period of time”.	Planning
Preliminary Review File (no final application)	CL + 2Y	GC34090(d);14 Cal Code Regs 15095(c)	Destroy	Preliminary documents	Planning
Street Names and House Numbers	P	GC34090a	Permanent	Policies and procedures regarding the naming and numbering of city streets, housing and/or lots.	Planning
Temporary Use Permits / Special Use Permits / Temporary Entitlements	CL + 2Y	GC34090(d);14 Cal Code Regs 15095(c)	Destroy	Christmas tree lots, fireworks, banners, pumpkin lots, outdoor events, etc.	Planning
Signs (Temporary)	S + 2Y	GC34090d	Destroy	Home occupations, off-premise signs.	Planning
Zoning Map Amendments, Zoning Text Amendments	P	GC34090.7	Permanent	Approved by Resolution or Ordinance – City Clerk's Office hold final approval documents.	Planning

Housing

Housing – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Affordable Housing Projects	CL + 5Y*	24 CFR 85.42, 92.508(a)(c)(2), 570.502(b); 29 CFR 97.42, GC34090(d)	Destroy	Includes affordable housing loans or grants, rehabilitation, first time home buyers, community housing development organizations, CDBG & HOME, etc. *after the affordability period terminates or the written agreement terminates, whichever is longer.	Planning
Bonds	CL + 4Y	CCP 337	Destroy	Revenue Bond Documentation.	Planning
Programs	CL + 3Y	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Destroy	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, In-Lieu Housing Mitigation, Low/Moderate Housing, and Rental Housing Assistance.	Planning
Redevelopment Budgets, Audits, and Bond Issues	P	GC4090, 40802, 53901, 43900 et seq.	Permanent		Planning
Relocation Files	CL + 2Y	GC34090	Destroy	e.g. Redevelopment.	Planning
Satisfied Loans / Reconveyances	5Y	GC34090	Destroy	Paid or forgiven loans.	Planning

FINANCE

Administrative Services

Admin Services – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
AUDIT					
Annual Financial Report	P	GC34090	Permanent	Independent auditor analysis.	Finance
Bonds	CL + 10Y	GC34090; CCP 337.5	Destroy	Final bond documentation.	Finance
Hearing or Review	AU + 2Y	GC34090; OMB A-128	Destroy	Documentation created and or received in connection with an audit hearing or review	Finance
Reports	AU + 4Y	GC34090(d); OMB A-128	Destroy	Internal and/or external reports, studies, correspondence, and other materials that would support the audit function.	Finance
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Destroy	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report.	Finance
BUDGET					
Adopted	P	GC34090	Permanent	Records documenting the final annual financial plan approved by the City Council. Includes: Final adopted budget, capital improvement program; mid-year budget review and reports; budget operating adjustments, labor projection reports and budget forecasts.	Finance
Proposed	CU + 2Y	GC34090	Destroy	Presented to Council.	Finance
Business License / Home Occupancy	AU + 4Y	GC34090; CCP 337	Destroy	Paid, reports, application records.	Finance
Fees, Development Fee Districts	CL + 5Y	GC34090	Destroy	Finance Plans, Nexus Studies, and Development Fees. Records used to develop and administer developer fees for various Programs to mitigate the development. Includes: certifications of noticing; maps; consultant contracts; finance plan and nexus study documents.	Finance

General Accounting

General Accounting - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Accounts Payable	AU + 4Y	GC34090	Destroy	Invoices, vendor invoices, payment vouchers, cleared checks, check copies, check registers, supporting documents, IRS 1099 Forms, IRS W9 Forms, IRS 1096 Forms, CA Forms 587 and 590.	Finance

General Accounting - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Accounts Receivable	AU + 4Y	GC34090	Destroy	General A/R, TOT, Retiree Medical, Business Licenses, Damage to City Property.	Finance
Applications	CL + 2Y	GC34090	Destroy	Utility connections, disconnects, registers, service.	Finance
Assessment Districts	P	GC34090	Permanent	Collection information. Note: Original documentation files with City Clerk.	Finance
Bank Reconciliation	AU + 5Y	GC34090; 26 CFR 16001-1	Destroy	Statements, summaries for receipts, disbursements & reconciliation.	Finance
Billing Records	AU + 2Y	GC34090	Destroy	Customer name, service address, meter reading, usage, billing, payments, adjustments, applications/cancellations, autopay forms.	Finance
Billing/Customer Records	CU + 2Y	GC34090	Destroy	Correspondence, complaints, field activates, customer contacts.	Finance
Budget adjustments, journal entries	AU + 2Y	GC34090	Destroy	Account transfers, records used to establish, move, or change budgets.	Finance
Checks / Warrants	AU + 5Y	GC34090; CCP 337	Destroy	Includes payroll, canceled & voided checks.	Finance
Deposits, Cash Receipts	AU + 4Y	GC34090; CCP 337	Destroy	Checks, coins, currency, deposit advices.	Finance
FEMA / CalFFEMS Claims	CL + 5Y	GC34090	Destroy	Emergency services claims, documents associated with Federal Emergency Management System.	Finance
GENERAL LEDGER	P	GC34090; CCP 337	Permanent	Year-end GL reports.	Finance
Journal Vouchers	AU + 4Y	GC34090; CCP 337	Destroy	Account postings with supporting documents.	Finance
Monthly Reports	2Y		Destroy	Monthly GL reports.	Finance
Invoices	AU + 2Y	GC34090	Destroy	Copies sent for fees owed, billing, related documents.	Finance
JOURNALS					Finance
Utility Billing	CU + 2Y	GC34090	Destroy	Billing including monthly activity.	Finance
Taxes, Receivable	AU + 3Y	CCP 338	Destroy		Finance
Warrant Register	AU + 2Y	GC34090	Destroy		Finance

Fixed Assets

Fixed Assets – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Inventory	AU + 4Y	GC34090; 26 CFR 301 65-1(F)	Destroy	Reflects purchase date, cost, account number.	Finance
SURPLUS PROPERTY					
Auction	AU + 2Y	GC34090	Destroy	Listing of property.	Finance and Public Works - Purchasing
Disposal	AU + 4Y	GC34090; CCP 337	Destroy	Sealed bid sales of equipment.	Finance and Public Works - Purchasing
Vehicle Ownership & Title	L	VEC 9900 et seq.	Destroy	Title transfers when vehicle sold.	Finance and Public Works - Purchasing

Payroll

Payroll – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Adjustments	AU + 4Y	GC34090; 29 CFR 516.5–516.6	Destroy	Audit purposes.	Finance
Employee Time Sheets	AU + 6Y	GC34090; 29 CFR 516.2*	Destroy	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LAB 1174(d).	Finance
Payroll Register	P	GC34090, 37207; IRS Reg 31.6001-1(e)(2); 26 CFR 1.6001-1; R&T 19530	Permanent	Documents the earnings, deductions, withholdings of employees, and labor costs by employee & program. Includes: quarterly payroll tax returns (DE-6 & 941 Forms), direct deposit forms, garnishments records, labor distribution reports, cleared payroll checks, IRS W-2 Forms, and employee payroll forms (IRS W-4 Forms, address changes, and election forms).	Finance
PERS Employee Deduction Reports	T + 4Y	GC34090; CAC 22-1085-2; 29 USC 436; R&T 19530	Destroy	Record of deductions. (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5 - 516.6, LAB 1174(d)	Finance
Salary / Deduction Records	T + 3Y	GC34090; 29 CFR 516.2	Destroy	Deduction authorization, beneficiary designations, unemployment claims, garnishments, benefit plans.	Finance

Purchasing

Purchasing – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Bids, RFQ's, RFP's	AU + 4Y	GC34090; CCP 337; *	Destroy	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1.	Public Works - Purchasing
Successful	AU + 5Y		Destroy		Public Works - Purchasing
Unsuccessful	CL + 2Y		Destroy		Public Works - Purchasing
Requisitions					
Purchase Orders	AU + 4Y See Note	GC34090; CCP 337	Destroy	Records orders, authorizations, and evidence of receipt of the purchase of goods and services by the City. Note: Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's – 4 years, Wrongful Death-comp + 5 years, Developers- comp + 10 years; statewide guidelines propose termination + 5 years.	Public Works – Purchasing and Finance
Stores	CU + 2Y	GC34090	Destroy	Completed forms for ordering	Public Works - Purchasing
Vendor Register	P	GC34090	Permanent	Alpha vendor listing of purchase orders, invoices, account numbers and check date	Public Works - Purchasing

Reports

Reports – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Deferred Compensation	T + 5Y	GC34090; 26 CFR 16001-1*	Destroy	Records of employee contributions and city payments *29 CFR 1627.3(2)	Finance
Federal and State Tax Returns	AU + 4Y	GC34090; 29 USC 436*	Destroy	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6	Finance
Financial, Annual	AU + 7Y	GC34090	Destroy		Finance
Investment Transactions	P	GC34090, 53607; CCP 337	Permanent	Monthly summary of transactions, inventory & earnings report	Finance
Labor Distribution	AU + 2Y	GC34090	Destroy	Costs by employee & program	Finance
Meter Reading	CU + 2Y	GC34090	Destroy		Finance

Reports – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
State Controller	5Y	GC34090	Destroy	State Controller's Report, Statement of Indebtedness, Street Report, HCD Report, Maintenance of Effort, Possessory Interest, EDD/Independent Contractors, AB 2766, AQMD, County Property Tax Apportionment, Grant Financial & Certification Reports, Statutory Pass-through, AB 1389, Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, etc.	Finance
Utility Rebates	CU + 2Y	GC34090	Destroy		Finance
Cost Allocation Plan	AU + 4Y	GC34090	Destroy	Report and Journal Vouchers	Finance

Treasurer

Treasurer – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Bank Statements	AU + 4Y	FC 30210; GC43900 et seq.; IRS Reg 31.6001-1 (e)(2); 26 CFR 31.6001-1; R&T 19530	Destroy	Financing authority. Includes: financial statement compilations, lead and detail schedules, trial balance reports, returned checks (NSF), bank statements, general ledger reconciliations, capital asset schedules, debt amortization schedules, unclaimed property records, sales and use tax returns, and EDD DE542 Forms.	Finance
INVESTMENT RECORDS	5Y	GC34090(d), 43900; 26 CFR 31.6001-1	Destroy	Broker statements, investment journals, ledger, and transactions (activity reports). Note: Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement".	Finance
Investment Activity, Daily	10Y	GC34090(d), 43900	Destroy	These records represent a summary of all maturities, purchase, dividend and interest settlements and cash transfers for each business day. Includes: wire requests and transfers, directives, approved and affirmed fixed and equity trade tickets, trade confirmations.	Finance
Investment Agreements	P	GC34090(d); CCP 337(a)	Destroy	Note: see "All Departments" Agreements and Contracts section.	Finance
Investments / Certificate of Deposit	5Y	GC34090, 43900	Destroy	CD's, Advisor Reports, LAIF (Local Agency Investment Fund). Note: Meets auditing standards; FTC Reg's rely on "self-enforcement".	Finance

Treasurer – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
BONDS					
Account Statements	CL + 10Y	GC34090; CCP 337.5	Destroy	Monthly statement of transactions.	Finance
Administration	CL + 10Y	GC34090; CCP 337.5	Destroy	Documents all activates that occur after the issuance of the bonds. Supporting documents. Includes: Trustee actions, disclosures, arbitrage calculations, reports, tax levy/tax reports, audits, certificates of insurance, investment transactions, and requisitions.	Finance
Assessment and Mello-Roos District Formations and Annexations	P	GC34090	Permanent	Maintenance Districts, Bond Districts, Acquisition Districts, PBIDS, CFDs. Records that create authority to levy taxes and assessments for maintenance and construction. Includes: resolution of intentions; hearing reports; engineers reports; petitions; maps; resolutions of formation; ballot election results reports; certifications of noticing and mailings; recorded boundary maps and notices of tax lien.	Finance, City Clerk, Engineering
Bond Development Files	Maturity + 10Y	CCP 336, 337.5; GC 43900 et seq	Destroy	Documents the Bond Development process from preliminary planning stages up to issuance of the bonds or equipment lease. Includes: Financing schedules, final interested parties list, asset management/lease program documents, preliminary title reports, press releases, agreements, rating agency presentation, rating agency reports, pricing book, other documents that might be significant to the bond financing. Also includes: Issuing documents, trustee statements, and administration records. Note: Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; there are specific requirement for disposal of unused bonds.	Finance
Bond Proceeds Expenditure	Maturity + 3Y	IRS 103,6601, 1.148-5 (d)(6)(iii)(E)	Destroy	Records associated with assisting other departments with financial feasibility of special projects. Includes: Records documenting the allocation of expenditures for construction, renovation, or purchase of facilities, expenditures for construction, renovation, or purchase of facilities, records related to cost of issuance expenditures, copies of requisitions, draw schedules, requests invoices, bills and cancelled checks related to bond proceeds; asset list or schedule of all bond-financed facilities or equipment, depreciation schedules for bond-financed depreciable property. Audited financial statements, records that track purchase and sale of bond financed assets. Agreements related to the report use of bond financed assets.	Finance

Treasurer – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Bond Transcripts and Legal Documents	Maturity + 3Y	IRS 103,6601, 1.148-5(d)(6)(iii)(E)	Destroy	Records documenting a bond sale. Includes: Preliminary and official statements, tax certificate, Internal Revenue Service Forms, disclosure certificates, bond insurance or surety, and special district information.	Finance
Bonds and Coupons	CL + 2Y	GC34090, 53921	Destroy	Paid/canceled.	Finance
Letter of Credit	Maturity + 3Y	IRS 103,6601, 1.148-5(d)(6)(iii)(E)	Destroy	Records regarding the security associated with bond financing. Includes: letters of credit and extension letters.	Finance
Bonds Development	CL + 10Y	CCP 337.5	Destroy	Housing; Industrial Development.	Finance
Security	CL + 2Y	GC34090	Destroy	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work.	Finance

Public Financing Authority

PFA - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Administration	P	GC 34090	Permanent		Finance
Financial Records	P	GC34090, 40802,	Permanent		Finance
Management Reports	2Y	GC 34090	Destroy		Finance

HUMAN RESOURCES

Human Resources - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Background Checks – Personnel Not Hired	CU + 5Y	GC12946 (2Y) GC34090 (2Y)	Destroy	All documentation related to background checks for Applicants and unpaid volunteers that were not hired. Note: Background checks for personnel hired are part of the confidential file.	Human Resources
Benefit Plan Claims	P	GC6250 et seq; OMB A-129; 29 CFR 1602.30, 32; LAB 1174* (3Y)	Permanent	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113	Human Resources
Benefit Plan Enrollment, Denied	CL + 4Y	GC34090; OMB A-128	Destroy		Human Resources
Employee Programs	CL + 2Y	GC34090 (2Y)	Destroy	Includes EAP and Recognition.	Human
Employee Rights	T + 5Y	GC12946 (2Y); 29 CFR 1602; 29 USC 211 (e), 203(m), 207(g)	Destroy	May include Arbitration, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions.	Human Resources
Employee Medical Records	T + 30Y	8 CCR 14300.33 (5Y), 8 CCR 3204 (T+30Y), 19 CCR 2760.9 (5Y); CCP 338 (3Y), CCP 338.1 (5Y); GC12946 (2Y), GC34090 (2Y); 29 CFR 1904.33 (CU+5Y), 29 CFR 1910.95 (T+2Y), 29 CFR 1910.1020 (30Y), 40 CFR 68.81 (5Y), 40 CFR 268.7 (3Y)	Destroy	Documents pertaining to medical records of City employees, including exposure to hazardous substances, drug screens, and workers' compensation (includes employee records subject to HIPAA requirements). Includes: Drug Screening, Employee Hazardous, Chemical Exposure, Employee Medical File, Exposure Monitoring, Firearms and Field Exposure, Hazardous Exposure, Material Safety Data Sheets (MSDS), Personnel Files – Medical, Radiation Exposure Records, Toxic Substance Exposure Records, Worker Compensation. May include Family leave; certifications.	Human Resources and REMIF (for worker's comp only)
Employee Training				See “All Departments” Employee Training, Course and Training Records (Public Safety & Non-Safety Employees) section	

Human Resources - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Employee Training Materials, Courses, Scheduling				See "All Departments" Employee Training Materials, Schedules (Public Safety & Non-Safety Employees) section	
Human Resources General	CU + 2Y	GC34090 (2Y)	Destroy	Records and information of general human resources activities, not associated with other categories. Includes: Exit Interview Documentation.	Human Resources
Investigations	CL + 5Y	GC34090 (2Y); 26 USC 6531 (LA6Y); PC 832.5	Destroy	Records and information of investigations of City workers performed by Human Resources. Includes: Internal Investigations, Investigation Logs, Workpapers, Investigator Reports, Findings, Notes, Letters, Security Incidents (response files, reports), Security Investigations, Working Documents.	Human Resources
Labor Relations	CL + 5Y	CCP 337 (4Y); GC 12946 (2Y); LAB 5410 (5Y); 26 CFR 31.6001-1 (CU+4Y)	Destroy	Documentation related to the negotiations between labor unions for collective bargaining purposes. Includes: Confidential Memos, Costing, Ground Rules, Handouts, Information Requests, Miscellaneous Information, Notes, Proposals – City, Proposals – Union.	Human Resources
Labor Relations Grievances	CL + 10Y	CCP 337 (4Y); GC 12946 (2Y); 26 CFR 31.6001-1 (CU+4Y), 40 CFR 70.6 (CL+5Y), 40 CFR 122.21(p) (3Y), 40 CFR 122.41(j) (3Y), 49 CFR 107.504 (CL+2Y)	Destroy	Documentation related to labor grievances filed under current collective bargaining agreements. Includes: Grievance Files/Commission Hearing, Grievance/Hearing Logs, Union Grievances.	Human Resources
Motor Vehicle Pulls (DMV)	CL + 7Y	GC12946, *	Destroy	*CA 91009; 8 USC 1324 (a)	Human Resources
Negotiation	P	29 USC 211(c), 203(m), 207(g)	Permanent	Contracts, Memoranda of Agreement; Personnel Rules	Human Resources Clerk's Office for Contracts and MOA

Human Resources - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Personnel Files - Employees	T* + 5Y	2 CCR 11013 (2Y), 8 CCR 14300.33 (CU+5); GC12946 (T+2Y); LAB 3076.3 (5Y); VEH 1808.1(a) (T+2Y); 26 CFR 301.6501 (CU+3Y), 29 CFR 1602.14 (FR+1Y), 29 CFR 1602.31 (T+2Y), 29 CFR 1627.3 (T+1Y); 29 USC 1059 (T+1Y); 41 CFR 60-1.12(a) (2Y), 41 CFR 60-250.80 (2Y), 41 CFR 60-741.80 (2Y); PC 832.5 et seq	Destroy	<p>All documents related to paid employees (full and part-time), including but not limited to: hiring, promotion, demotion, transfer, layoff / recall / out-placement, termination / discharge / resignation, pay rates / other terms of compensation.</p> <p>Includes: Applications, Applicant Reference Verifications, Awards, Rewards, Commendations, Certificates, Background Checks, Investigations - candidates hired, Complaints, Disciplinary Actions, Driver's License Data - Class B, Employee Acknowledgements, Executed Policy Receipts, Ethics Certificates, Individual Employee Agreements, Contracts (copies), Individual Education, Development, Training Records, Investigations*, Job Offer Letters, Oaths of Office, Performance Evaluations, Reviews, Performance Improvement Plans (PIPs), Personnel Action Forms (PAFs), Recognition, and Supervisor's Files.</p> <p>*Investigations retentions are CL + 5Y (see "Human Resources - Investigations").</p> <p>Note: Leave of Absence Documentation, FMLA (compensation, complaints/disputes, requests, parental leave forms, paid/unpaid leave are located in employee's medical file.</p>	Human Resources
Personnel Files - Volunteers and Unpaid Interns	T + 5Y	2 CCR 11013 (2Y), 8 CCR 14300.33 (CU+5Y); GC12946 (T+2Y); 26 CFR 301.6501 (CU+3Y), 29 CFR 1602.14 (1Y), 29 CFR 1602.31 (T+2Y), 29 CFR 1627.3 (T+1Y); 29 USC 1059 (T+1Y)	Destroy	<p>All documents related to unpaid volunteers and interns, including but not limited to: selection/hiring, assignments, transfer, termination / discharge / resignation.</p> <p>Includes: Applications, Applicant Reference Verifications, Awards, Rewards, Commendations, Certificates, Background Checks, Investigations - candidates accepted, Cadet Volunteer Program, Complaints, Disciplinary Actions, Volunteer Acknowledgements, Executed Policy Receipts, Individual Education, Development, Training Records, Investigations, Oaths of Office, Performance Evaluations, Reviews, Performance Improvement Plans (PIPs), Personnel Action Forms (PAFs), Recognition, Supervisor's Files.</p>	Human Resources

Human Resources - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Recruitment	CU + 3Y	GC12946 (2Y), GC34090 (2Y); 29 CFR 1627.3b1 (1Y), 29 CFR 1602.31 (CU+2Y)	Destroy	<p>Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, including: applications and related records of candidates interviewed but not hired or accepted and applications received but not acted upon.</p> <p>Includes: All Temporary or Part-time/Extra-Help Staffing, Applications, CVs, Resumes (Rejected, Unsolicited), Applicant Tracking Records (Hired, Rejected), Background Checks, Investigations - candidates not hired/accepted, Civil Service Examination Results and Rankings, Drug Testing, Pre-Hire Screening - candidates not hired/accepted, Interview Notes, Job Descriptions, Job Postings, Announcements, Job Requisition Requests, Job Specifications, Miscellaneous Hiring Process.</p> <p>Note: Position Information, Recruitment of Commission/Committee Candidates, Temporary Intern Staffing, Test Results (Non-hires), Test and Examination Materials, Unpaid Interns (Rejected), Volunteers (Rejected).</p>	Human Resources
Reports	CU + 2Y	GC34090 (2Y)	Destroy	Employee statistics, benefit activity; liability loss	Human Resources
Salary, Compensation	S + 3Y	GC34090 (2Y); 26 CFR 301.6501 (CU+3Y), 29 CFR 1602.14 (1Y), 29 CFR 1627.3 (T+1Y), 48 CFR 4.703 (CL+3Y), 48 CFR 52.249-2 & 3 (CL+3Y); 29 USC 1001-1381 (6Y), 29 USC 1059 (T+1Y)	Destroy	Documentation of job classification compensation. Includes: Classification Studies, Compensation Plans, Planning, Analysis, Cost of Living Adjustments, Job Descriptions, Job Evaluation Documentation, Salary Range History, Salary Surveys.	Human Resources
Vehicle Mileage Reimbursement Rates	S + 2Y	GC34090 (2Y)	Destroy	Annual mileage reimbursement rates.	Finance
Work Authorizations and Supporting Documentation	Longer of: 2Y or T+1Y	20 CFR 655 Subpart H (T+1Y) 8 CFR 274a.2 (3Y, or T+1Y)	Destroy	Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status. Includes: I-9 Documents and copies of associated documents (Kay), Immigration Supporting Documentation.	Human Resources

PUBLIC SAFETY

Public Safety – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Accounting/Cash Reconciliation	CU + 2	GC34090			Public Safety
Alarm Records	CU + 2	GC34090		False alarm letters.	Public Safety
Case Books, Investigative	CL + 2	GC34090		Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file.	Public Safety
Department Manual	S			Changes to manual are recorded in the General Orders (permanent).	Public Safety
Equipment Communication	T + 2	GC34090		Retained until termination of equipment use; Manuals, instructions, procedures.	Public Safety
Inventory	S + 2	GC34090		Listing of equipment assigned to division, to whom it is Assigned.	Public Safety
General Services Database Records	P	GC34090	Permanent	GOREquest / Government Outreach program	Public Works Public Safety Development Services
Mutual Aid, Strategic Plans	S + 2	GC34090			Public Safety
Personnel				See “All Departments” and “Human Resources”	
Rosters (Divisional)	S + 2	GC34090		Personnel assigned to division.	Public Safety
Schedules, Daily	CU + 2	GC34090		Schedules of Officers on duty	Public Safety
Training				See “All Departments” employee training section	
Vehicle Assignment				See “Public Works” Fleet / Vehicles.	Lead Department

Animal Services

Animal Service – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Administrative Records	2Y	GC34090(d)	Destroy	Records that are used and created during the course of routine business at the City's Animal Shelter. Includes but is not limited to: kennel cards, lost and found animal reports, and property release forms.	Animal Shelter
Code & Regulation Enforcement	CL + 3Y	CCP 336(a), 337 et. seq.; FA32003(e); PC597.1(d); GC34090(d)	Destroy	Includes, but is not limited to: notification of violations, citations, warning notices, barking dog letters, animal bite reports, impound notices, weapons discharge reports, and investigation reports.	Police
Hearings & Appeals	CL + 3Y	CCP 583.320 (a) (3); GC34090	Destroy	Includes, but is not limited to: requests, notices, and hearing officer decisions.	Police
Intake and Disposition	CL + 3Y	FA32003(e); PC597.1(d); GC34090(d)	Destroy	Records that document the intake and disposition of animals to/from the City Animal Shelter. May include: applications, redemption, adoption, transfer, receipts, and invoices.	Animal Shelter
Microchip	3Y	FA32003(e), PC597.1(d); GC34090(d)	Destroy	Paper copy of animal contact information. Includes: microchip records, animal emergency contact information. Note: Microchip is registered with the national universal database.	Animal Shelter
Permit & Licensing	T + 2Y	34090(d)	Permanent	Documents the City's issuance of animal permits and licenses. Includes but is not limited to: the animal permit database.	Finance
Treatment	CL + 3Y	FA32003(e), PC597.1(d); GC 34090(d)	Destroy	Documents the care provided to animals at the City's Animal Shelter. Includes but is not limited to: vaccination records, medical treatment information, spay/neuter information, euthanasia records, animal evaluations, and rabies records.	Animal Shelter

Fire Safety

Fire Safety - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Books, Fire Code	S + 5Y	GC34090.7; CCP 340.5; CFC 104.6	Destroy	Include OPS manuals	Public Safety-Fire
Citations				See "Police" Citations	Public Safety-Police
Code Violations	CL + 5Y	GC34090; CFC 104.6	Destroy		Public Safety-Fire
General Orders, Policies/Procedures	S + 2Y		Destroy		Public Safety-Fire
HAZARDOUS MATERIALS				These are handled by the Sonoma County Department of Emergency Services (SCDES)	
Hazardous Waste Disposal	CU + 10Y	CAL OSHA; 40 CFR 122.21	Destroy	Documentation re handling and disposal of hazardous waste	SCDES
Programs, Household Hazardous Waste	S + 2Y	GC34090	Destroy		SCDES
Training Materials	S + 2Y	Cal Code *	Destroy	Standards and Administration *Reg. 3204(d), et seq.	SCDES
Underground Storage Tank	P	GC34090	Permanent	Documents re: storage, location, installation, removal, and remediation.	SCDES
Underground Storage Tank Compliance Maintenance & Operation	CU + 2Y	GC34090	Destroy		SCDES
Inspections, Fire Prevention	CL + 5Y	UFC 103.34; CFC 104.6	Destroy	Alarm/sprinkler systems, prevention efforts	Public Safety-Fire

Fire Safety - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Incident Reports	CL + 7Y See Note regarding minors	GC34090; 13 CCR 1100.7, 17 CCR 1469(11), 22 CCR 70751*, 100170, 100171; CCP 338, 340.5; H&S 11191; 42 CFR 1001.952, 45 CFR 164.530	Destroy	Records and information associated with department responses to fires and emergency incidents, including medical emergencies. All emergency responses (fires, service calls, HazMat, medical, etc.) Includes: Emergency Medical Services Forms, Emergency Services False Alarm Reports, Incident Reports, Investigation Reports, Mandated Reporting: Child Abuse, Elder Abuse, Patient Care Reports (PCRs)* Note: For a minor, records are maintained 1 year after minor turns 18 per 22 CCR 70751(c)	Public Safety-Fire
Investigations, Evidence Arson	P	PC 799	Permanent	Support prosecution resulting in homicide	Public Safety-Police & Fire
Investigations, Evidence Arson	CL + 6Y	PC 800	Destroy	Great bodily harm, inhabited structure or property	Public Safety-Police & Fire
Investigations, Evidence Arson	CL + 3Y	PC 801; UFC 104.32	Destroy	Structure	Public Safety-Police & Fire
ISO Insurance Ratings	S	GC34090.5(c)	Destroy	Documents statistical information on risk and provides a rating that insurance companies use to calculate rates. Information is gathered on a community's fire-suppression system including fire alarms, engine companies and water supply. Includes: insurance rating reports, backup documentation and certification document	Public Safety-Fire
Journals, Fire Station	CU + 5Y	GC34090; CFC 104.6	Destroy	Activities, personnel, engine company	Public Safety-Fire
Logs	CU + 5Y	GC34090; CFC 104.6	Destroy	Field Logs (Non-fire) and Fire Logs (Non-arson and Logs, and Fire Captain Logs. Includes: Documents of activity occurring at each Fire Station for each Company including summary of incidents, visitors to the station, equipment inspections, etc.	Public Safety-Fire
Payments	CU + 5Y	GC34090; CFC 104.6	Destroy	Payments/Invoices for billings for special event permits and operational permits including weed abatement within the department's jurisdiction. Includes: receipts, invoices, and other supporting payment records.	Public Safety-Fire
Permits	CL + 5Y	GC34090; CFC 104.6	Destroy	Operational permits, Uniform Fire Code. Includes: records supporting permits, applications, approvals, renewals, extensions and denials.	Public Safety-Fire

Fire Safety - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Permits, Hazardous Materials Storage	CU + 2Y	GC34090	Destroy	Departments consistently recommend permanent retention of environmentally sensitive materials.	Public Safety-Fire
Plan Check, Fire Prevention	L + 5Y	GC34090; CFC 104.6; CBC 1.8.4.3	Archive after 5Y	Records document requests and authorizations for property owners to erect new structures, or make structural modifications to existing ones. Serves as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work. Includes: plan check documents, flame retardant certificates, blue prints	Public Safety-Fire
PROPERTY, DEPT. OWNED					
Apparatus / Vehicle	CU + 2Y	GC34090; CCP 340.5 *	Destroy	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)	Public Safety-Fire
Inventory, Equipment & Supplies	CU + 2Y	GC34090	Destroy		Public Safety-Fire
Logs, Fire Equipment / Gear	CU + 2Y	GC34090	Destroy		Public Safety-Fire
Strike Team Reimbursements	Payment + 5Y	GC34090(d)	Destroy	Documents the reimbursements received by the Fire Department for a strike team deployment. Includes: Payments from Office of Emergency Services (OES), Federal Emergency Management Agency (FEMA), and other mutual aid reimbursements.	Public Safety-Fire
Weed / Refuse Abatement	CL + 5Y	GC34090; CFC 104.6	Destroy	Reports, assessments, resolutions, documentation including complaints, letters of protest, correspondence, etc.	Public Safety-Fire

Police

Police – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
SONOMA COUNTY PUBLIC SAFETY CONSORTIUM RECORDS RETENTION - adopted by City Council Resolution 2010-021					
ARRESTS	I	PC 799		Reports involving felony arrests for: offenses punishable by death; offenses punishable by life imprisonment; embezzlement of public funds.	ILEADS
	10Y	PC 799		Reports involving arrests for all other felonies. Provided case does not relate to unserved warrants, identifiable items have all been recovered, and there is no pending litigation. Any report falling under 799 P.C. (no limit for commencement) or 800 P.C. (crime punishable by 8 years or more in prison).	ILEADS
	5Y	PC 802		Reports involving arrests for misdemeanors. If there is an active warrant associated with this case, D.A. needs to be advised. Dismissal of case from D.A., dismissal of warrant needs to be complete. Any unrecovered property needs to be removed from CLETS, any evidence needs to be disposed of.	ILEADS
Asset Seizures	10Y				ILEADS
11357(b) Arrests	2Y See Note	H&S 11361.5, 11357(e)		Note: 11357(e) destroy when offender turns 18.	ILEADS
REPORTS					
Misdemeanor Crime Reports	5Y				ILEADS
Felony Crime Reports	10Y				ILEADS
Homicides	I				ILEADS
Suicides	I				ILEADS
Traffic Fatalities	10Y				ILEADS
Natural Causes	2Y				ILEADS
Attempted Suicides / 5150	5Y				ILEADS

Police – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
HazMats (complaint / no complaint)	5Y				ILEADS
Missing Persons (outstanding)	I				ILEADS
Child abuse	I				ILEADS
"Information Report" as Only Charge	5Y				ILEADS
871 W&I Escapees	5Y				ILEADS
Domestic Violence	10Y				ILEADS
Non-Fatal traffic reports	5Y			Includes counter reports, 20002 reports	ILEADS
PDO Accident Reports	5Y				ILEADS
City Ordinance Violations	2Y	PC 799			ILEADS
Reports of Lost and Found Property	2Y	GC 34090		Provided such items are lawfully disposed of.	ILEADS
Factually innocent reports	3Y from date of expungement	PC 851.8		Upon determination by Police Department or judicial determination of factual innocence; records sealed for period of 3 years from date of arrest and then destroyed.	ILEADS
Sealed juvenile records	5Y from date of sealing	W&I 781(a)			ILEADS
Abandoned/Stored/Imp ounded/towed vehicle reports	5Y				ILEADS
Citations	5Y				ILEADS

Police – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Arson registrants - Adults	I	PC 457.1		Registration is required Indefinitely or until a certificate of rehab is obtained per Chapter 3.5, Section 4852.01 of Title 6 of Part 3.	ILEADS
Arson registrants - Juveniles	10Y	PC 457.1		Registration is required for 10 years, until reach age of 25 or until record is sealed per 871(a) W&I.	ILEADS
Narcotic registrants	5Y	H&S 11590		Section 11590 H&S does not have a limit to registration requirement.	ILEADS
Records Management System	Until Master Record is Purged				ILEADS
Expired permits (CCW)	2Y from date of expiration				ILEADS
Sex registrants - All	I See Note	PC 290		Note: Adults Indefinitely / Juveniles Indefinitely unless sealed per 871(a) W&I.	ILEADS
Bicycle Registration	10Y				ILEADS
Rotational Tow Log	90Days				CAD
Calls for Service (ILEADS)	5Y				ILEADS
Calls for Service (Dispatch)	5Y				CAD
CLETS Log	3Y				CAD
CLETS log on	1Y				CAD
APB (Daily Bulletin - Be on the lookout)	1Y				CAD
Field Contacts	10Y				ILEADS
Tracker Records	1Y				CAD

Police – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Terminal to Terminal Messaging	1Y				CAD
Officers Activity Log	3Y				CAD
END - SONOMA COUNTY PUBLIC SAFETY CONSORTIUM RECORDS RETENTION - adopted by City Council Resolution 2010-021					
Animals, Agency Owned	T + 4Y	FA 32003(e); PC 597.1(d)		Records relating to animals used in an official Community Service by the Department	Public Safety
Auctions	2Y	GC 34090, 34090.6	Destroy	Records relating to property seized by the police department and sold at public auction. Note: Paper destroyed. Beginning 2013, some property data is held electronically and retained indefinitely.	Public Safety
Business License Background Checks	5Y	GC 34090		Records relating to background checks performed on persons seeking certain business licenses including but not limited to bingo parlors and massage technicians. Note: 5 year retention is the stated preference of the department.	Public Safety
Card Key System	2Y	GC 34090			Public Safety
Concealed Weapon (approvals and denials)	CL + 2Y	GC 34090		Approval process, applications, and related documents.	Public Safety
Equipment Maintenance Logs	2Y See Note			Records relating to the history or maintenance and service to police equipment. Note: Permanent retention for equipment with potential contamination risk.	Public Safety
Equipment Radio Logs (Communication)	CU + 2Y	GC34090		Documents problems, malfunctions, resolution to provide equipment performance history	Public Safety
Fingerprint Records Latents	See Note			1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized	Public Safety
Fingerprint Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST		Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved	Public Safety

Police – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Guns, Dealers Record of Sale	CU + 10Y	PC 12070		Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)	Public Safety
Guns, Dealer of Gun Sales Reports, Duplicate	CU + 6M	GC 34090, PC 12070		Original maintained by DOJ. Dealer required to file duplicate with agency	Public Safety
Guns, Destruction of	P			Stored electronically.	Public Safety
Incident Action Plans and After Action Reports	3Y	GC 34090		Records relating to police tactical / incident action plans and reports documenting the events of executive actions, operational, and game plans.	Public Safety
Intelligence Files	5Y	28 CFR 23.20(h); GC 34090		Confidential Informant (CI). Note: misleading, obsolete or unreliable information is required to be destroyed, remaining records must not be retained longer than 5 years. Files contain criminal intelligence information concerning an individual who is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity.	Public Safety
Internal Affairs Investigations (OTHER than Officer Involved Shootings)	FD + 5Y	PC 801.5, 803(c), 832.5 et seq; EVC 1045(b)(1); GC 34090; 12946; VEH 2547		Records relating to complaints investigated by the Internal Affairs Division of the police department. Records include: complaints, reports, statements, findings and other documents associated with investigations of complaints sustained and not sustained. Note: State requires for at least 5 years for Citizen's complaints; other State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; statute of limitations is 4 years for misconduct;.	Public Safety
Internal Affairs Investigations (Officer Involved Shootings ONLY)	FD + 25Y	PC 801.5, 803(c), 832.5 et seq; EVC 1045(b)(1); GC 34090; 12946;		Note: Statewide guidelines recommend 25 years for officer-involved shootings	Public Safety

Police – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Logs	S			Includes: case assignment, daily activity, property control, rap sheet, subpoenas served / received, Note: most logs are maintained electronically. Body Worn Video systems logs are permanent.	Public Safety
Narcotics, Destruction of	P				Public Safety
Pawn Brokers / Secondhand Dealers	CU + 2Y	B & P 21628; GC34090		Pawn Slips / Tickets, approval process, renewals. Note: Original to licensee, Blue duplicate to DOJ, Pink duplicate retained by local agency. Renewals issued annually by local agency.	Public Safety
Permits / Licenses	T + 2Y	GC34090		Operational permits occurring within Public Safety's jurisdictions approval process such as Bingo Permits, Alcohol Beverage Control License, Amplified Sound, Taxi, Auto for Hire, Solicitor, Bicycle, etc. May include: permits, and records supporting permit applications, approvals, renewals and denials.	Public Safety
Property	Adjudicated or FD + 5Y See Note	GC 34090, 34090.5; PC 799-805.		Records relating to property and evidence received and or stored by the Department. Note: All records held until adjudicated or completed. Once completed, the property and evidence are held for an additional 5 years. Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST).	Public Safety
Property (Lost and Found)	CU + 2Y	GC34090		Original reports and supplemental documentation (Lost, Found, Safekeeping).	Public Safety
Radar Calibration Records	T + 2	GC34090		Documentation of Radar instruments retained during use / ownership.	Public Safety
Range Inventory	S + 2Y	GC34090		Quarterly reports of inventories of weapons and ammunition held by Department Range.	Public Safety
Recordings, Telephone and Radio Communications	1Y	GC34090.6(a)	Destroy	Recording of Telephone & Radio Communications. Statewide guidelines propose 180 days (legally mandated for 100 days); may be discoverable or made public in some circumstances. Evidentiary recordings follow evidence retention requirements.	Public Safety

Police – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
RECORDINGS, BODY WORN VIDEO SYSTEMS		PC 832.18 And Department Policy		See Rohnert Park Department of Public Safety Policy Manual, Body Worn Video Systems for more detail.	
Evidentiary Data	2Y Minimum	PC 832.18(b)(5)	Destroy	Body Cam audio and video labeled category 1, 2 or 3.	Public Safety
Criminal Prosecution	See Note	PC 832.18(b)(5)(C)	Destroy	Body Cam audio and video if evidence that may be relevant to a criminal prosecution. Note: Retain for any time in addition Evidentiary Data and Non-Evidence.	Public Safety
Non Evidence	60 Days Minimum	PC 832.18(b)(5)(A)	Destroy	Body Cam audio and video labeled category 4, 5, 6, or 7. Note: Department may keep more than 60 days to have it available in case of a citizen complaint and to preserve transparency.	Public Safety
Logs	P	PC 832.18(b)(5)(E)	Destroy	Records or logs of access and deletion of data should be retained permanently.	Public Safety
Recordings, Surveillance / Security Video		GC 34090.6		See “Administration” Information Services section Surveillance Video.	Information Services
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU See Note		Destroy	Note: Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.	Public Safety
Ride Along Applications	2Y	GC34090	Destroy		Public Safety

Police – Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Statistical (Crime Analysis)	CU + 2Y See Note	GC34090	Destroy	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage. Note: Retention is Department preference.	Public Safety
Statistical Information, Reports, etc. (Originals sent to FBI and DOJ)	CU + 2Y	GC34090	Destroy	Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	Public Safety
Street Closures	P	GC34090	Permanent	Documents and reports regarding street closures for accidents, events, etc.	Public Safety
Use of Force Supervisory Review Files	CU + 2Y	GC34090	Destroy	Includes review forms, arrest report copies, logs	Public Safety
Weapons, Database	P	GC34090	Permanent	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	Public Safety

PUBLIC WORKS

Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Capital Improvement Projects (CIP)				See "Capital Improvement Projects"	
Duty Log Books	P	GC34090	Permanent	Logs, field books, maintenance records of standby staff afterhours calls for service.	Public Works
Grants				See "All Departments"	
General Services Database Records	P	GC34090	Permanent	GOREquest / Government Outreach program	Public Works Public Safety Development Services
Hazardous Waste Disposal	CU + 10Y	OSHA; 40 CFR 122.21; 8 CCR 10102; CG12946	Destroy	See "Public Safety" Fire These are handled by the Sonoma County Department of Emergency Services (SCDES) Documentation re: the handling and disposal of hazardous Waste. May include but not limited to: waste disposal manifest and materials testing data.	SCDES
Photographs				See "All Departments"	
Policies & Procedures				See "All Departments"	

Facilities & Pools Management

Facilities & Pools - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
CITY FACILITY RECORDS					
Asbestos	L	GC34090a	Destroy	Documents abatement projects in public buildings. Retain for life of building.	Public Works

Facilities & Pools - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Building/Project History	P	GC34090(d)	Transfer to storage facility at end of buildings life or ownership	May include, but is not limited to: structure plans, structure specifications, repair records, copy of RFP/Bid, testing reports, copy of building permit and certificate of occupancy, testing and soil reports, energy calculations, materials testing reports, design exception reports, project study reports (PSRs), regulatory agency approvals, structural calculations, surveys, toxic remediation, underground storage tanks.	Public Works
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S19850	Permanent	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems	Public Works
Developed	CL + 10Y	GC34090(d)	Destroy	Documents the administration of facility improvements. May include, but is not limited to: certified payrolls, invoices, and correspondence.	Public Works
Not Developed	CU + 2Y	GC34090(d)	Destroy		Public Works
Maintenance and Operation Records	CU + 2Y	GC34090, 34090(d)	Destroy	Maintenance and service requests, graffiti removal, custodial services, checklists, HVAC records, security system, rosters, pest extermination to include inspection, repairs, cleaning, complaints. Internal records documenting requests and authorizations for needed services, including repair of government owned property. May include, but is not limited to service and installation requests, repair authorizations, cost sheets, logs, inventories, and supporting records.	Public Works
Pest Control	CU + 2Y	GC34090d	Destroy	Pesticide applications, inspections & sampling, documents	Public Works
Scheduled Maintenance & Safety Certificates	CU + 5Y	GC34090(d)	Destroy	Documents schedule maintenance of assets and safety certifications for equipment such as elevators, fire systems, and boilers. May include, but is not limited to: maintenance schedules, and safety certificates.	Public Works

Facilities & Pools - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
POOL MAINTENANCE					
Chemicals/ Additives	30Y	GC 34090; 8 CCR 3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC 12946	Destroy	Chemicals and additives for community pool, may include logs of chemicals. Also see "Community Services" Department of Health. Note: Some records found in the SCADA system.	Public Works
Maintenance	CU + 10Y	GC 34090	Destroy	Records that support routine pool maintenance. Logs, reports regarding the maintenance of the community pool. Note: see Department of Health under Community Services. Note: Some records found in the SCADA system.	Public Works

Fleet/Vehicles

Fleet/Vehicles - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Fueling	AU + 3Y	CCP 337	Destroy	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations.	Public Works
Permits, Licenses	CU + 2Y	GC34090	Destroy	Forms, related documents regarding licenses and permits required by federal and state agencies.	Public Works
Vehicle Assignment	CU + 2	GC34090	Destroy	Reports and logs regarding vehicle usage and assignments. Log books, request forms, list of users.	Lead Department
Vehicle & Equipment Maintenance	T + 2	8 CCR 3202(b)(1); 49 CFR 396.3 (c); CCP 337 et. Seq., 13 CCR 1234(f); GC34090	Destroy	All paperwork regarding the maintenance of vehicle or equipment. Maintenance records, inspections, maintenance logs. Service Work. If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year. Note: Some records are found in the RTA system.	Public Works

Fleet/Vehicles - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Vehicle Ownership	T + 2	GC34090	Destroy	Documents the purchase, ownership, licensing city-owned vehicles. May include, but is not limited to: Pink slips, legal titles, registration documents, purchase invoice, and warranties.	Purchasing

Park Maintenance

Park Maintenance - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Equipment	AU + 2Y	GC34090	Destroy	Inventory, warranties, purchase orders.	Public Works
Landscape	CL + 2Y	GC34090	Destroy	Drawings, complaints, specifications, photos, reports, work orders, plants, tree maintenance.	Public Works
Maintenance/ Operations	CL + 2Y	GC34090	Destroy	Includes work orders, inspection, repairs, cleaning, reports, complaints. Note: Pools are different – see Pool Maintenance.	Public Works
Maps	P	GC34090	Permanent	Irrigation, plot plans.	Public Works
Plans, Proposed	CU + 2Y	GC34090	Destroy	Future plans, new sites, expansions.	Public Works
PLAYGROUND					
Audits	P	GC 34090(a); CCP 337	Permanent	Also include audits for Risk Management.	Public Works
Inspection/ Compliance	L + 4Y	GC 34090; CCP 337	Destroy	Equipment inspections.	Public Works
Policies and Procedures				See “All Departments”.	
REPORTS					
Accident	CL + 2Y	GC34090	Destroy	Patrons, employees.	All Departments
Others	CL + 2Y	GC34090	Destroy		Public Works
Studies	CL + 2Y	GC34090	Destroy	Future sites, expansions..	Public Works

Sanitation / Solid Waste / Wastewater

Sanitation/Solid Waste/Wastewater - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Facilities	T + 2Y	GC34090	Destroy	If City owned. Correspondence, maps, patron list.	Public Works
History, Sanitation	P	GC34090	Permanent	If City-owned.	Public Works
Maintenance and Operations	CU + 2Y	GC34090	Destroy	Includes work orders, inspection, repairs, cleaning, reports, complaints.	Public Works
Maps, Septic Tank	P	GC34090	Permanent	Location maps.	Public Works
SOLID WASTE					
Integrated Waste Management Project and Program Files	S or T + 2Y	GC34090	Destroy	Records retained for programmatic purposes that document the development and administration of Integrated Waste Management programs and projects such as recycling, zero waste, and waste prevention including but not limited to correspondence, emails, plans, proposals, presentations and memoranda, but excluding any records required to be retained longer under any grant agreement.	City Manager
Solid Waste Plan Working Files	S + 2Y	GC34090(d)	Destroy	Documents, files, and data created or collected during the development of Solid Waste Plans required by the California Waste Management Act	City Manager
Solid Waste Plan	P	GC34090(d)		Planning documents required by the California Waste Management Act including the Source Reduction and Recycling Element, and the Household Hazardous Waste Element.	City Manager
Rates History	30Y	GC34090	Destroy	Department preference to document history.	City Manager
Recycling / Rates Assistance Programs	S or T + 2y	GC34090	Destroy		City Manager
Regulations	S + 2Y	GC34090	Destroy	Includes legislation.	City Manager
Reports					
Annual / Quarterly Reports			Destroy		City Manager
Studies	CL + 2Y	GC34090	Destroy		City Manager
Tonnage	CU + 2Y	GC34090	Destroy		City Manager
STORM DRAIN					

Sanitation/Solid Waste/Wastewater - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Maintenance Agreements				See "All Departments" Agreements/Contracts section.	
Stormwater Inspection and Enforcement	L of inspected entity + 3Y	GC34090(d)	Destroy	Records documenting the inspection and enforcement of stormwater requirements by businesses and other organizations, including but not limited to inspection reports, correspondence, laboratory analyses, grease trap inspections, and citations.	Public Works
Stormwater	CL + 2Y	40 CFR 122.4(j) (2), 122.21, 122.41; GC34090(d)	Destroy	Storm water inspections and video inspection reports. Documents inspections completed by the department for purposes of permit requirements or compliance, internal department process or procedures.	Public Works

Streets / Alleys

Streets / Alleys - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Closures	P	GC34090	Permanent	Documents, reports, logs regarding street closures for maintenance, events, flooding, water leaks, etc.	Public Works
Lighting	CU + 2Y	GC34090	Destroy	Maintenance, work orders of street lights.	Public Works
Maintenance / Operations	CU + 2Y	GC34090	Destroy	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping, and inspection records.	Public Works
Maps	P	GC34090	Permanent	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers.	Public Works
Master Plans	CU + 2Y	GC34090	Destroy	Copies.	Public Works

Utilities

Utilities - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Facilities	T + 2Y	GC34090	Destroy	If City owned. Correspondence, maps, patron list.	Public Works

Utilities - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Gas and Electric	S + 2Y	GC34090(d)	Destroy	Correspondence and rate charts from PG&E regarding rates of electricity and gas.	Clerks Office and Public Works
INSPECTIONS					
Pump Station, Storm water industrial inspection	CL + 2Y	40 CFR 122.4(j) (2), 122.21, 122.41; GC34090(d)		Documents inspections completed by the department for purposes of permit requirements or compliance, internal department process or procedures	Public Works
Laboratory Certification	Term + 5Y	GC34090(d)		All materials documenting the application for and renewals of laboratory certification under the California State Environmental Laboratory Accreditation Program.	Public Works
Laboratory, Water Quality	12Y	GC34090(d)		Documents relating to water quality testing and equipment for Plant Services. Includes: water quality reports, bacteriological sampling, lab analysis, connection samples, daily work sheets, daily logs, chemical reports and chemical sampling, as well as equipment operation and maintenance manuals. Note: 12 years- chemical reports, daily work sheets, monthly reports, lab analysis, water quality reports, water reports monitoring, testing and sampling. 10 years chain of custody. 5 years all others.	Public Works
Projects, Program Information- Awarded	S + 2Y	GC34090(d)	Destroy	Documents regarding proposed projects and programs that were approved or moved forward.	Public Works
REGULATORY REQUIREMENTS	See Description			Documents relating to regulatory compliance. Note: Permanent – Correspondence with regulatory agencies, variances, waiver and exceptions and water level data sheets and plans. 3 years – confined space entries. 5 years – all other documents.	Public Works
Projects, Program Information- Not Awarded	CU + 2Y	GC34090(d)	Destroy	Documents regarding proposed projects and programs that were not approved or moved forward	Public Works
Underground	P	GC34090		GC4003, GC4004; H&S 19850	Engineering and Public Works
USA Alert	CU + 3Y	GC34090, 4216.2, 4216.3(d)	Destroy	Service Alert (USA)	

Water Resources

Water Resources - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
BACKFLOW-CUSTOMER OWNED EQUIPMENT					
Correspondence	CU + 2Y	GC34090	Destroy	Notices and letters.	Public Works
test	CU + 10Y	GC34090(d)	Destroy	Records regarding customer owned equipment for potable water. Test results, inspections, installation date, logs.	Public Works
Connection Records	P	GC34090		Maps, water line connections.	Public Works
Construction and Demolition Diversion Deposit Program	Refund or Transfer + 4Y	GC34090	Destroy	Materials documenting the receipt and refund of construction and demolition diversion deposits, or the transfer of those funds to the city if not reclaimed by the depositor	Public Works
FLOOD CONTROL					
Drainage Facilities	P	GC34090		Includes dams, lakes, basins, creeks.	Public Works
Flood Zones	P	GC34090		Includes flood maps.	Public Works
Insurance Programs	S + 2Y	GC34090	Destroy	Includes copies of policies, rules, programs.	Public Works
Policies / Procedures	S + 2Y	GC34090	Destroy	Rules and Regulations.	Public Works
Reports / Studies	CL + 2Y	GC34090	Destroy		Public Works
Inventory, Equipment	CU + 2Y	GC34090	Destroy		Public Works
Locations	P	GC34090	Permanent	Mains, valves, hydrants, wells.	Public Works
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)					

Water Resources - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Certification	Term of Permit + 3Y	40 CFR 122.21, 122.41; CCP 337 et seq.	Destroy	All materials documenting the application for and renewals of NPDES Permits for the Municipal Discharge of Storm water.	Public Works
Compliance	Term of Permit + 7Y	GC34090(d)	Destroy	All records documenting compliance with NPDES permit requirements, including but not limited to studies, reports, work plans, surveys, monitoring results, laboratory results, and project files.	Public Works
Permits	P	40 CFR 122.28	Permanent	Permits providing permission for the municipal discharge of storm water. Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants.	Public Works
Reports	P	GC34090(d)	Permanent	Reports submitted to the California Water Resources Control Board and to the US Environmental Protection Agency, including but not limited to annual reports, semi-annual reports, work plans, and special studies.	Public Works
Maintenance and Operations	CU + 2Y	GC34090	Destroy	Includes work orders, inspection, repairs, cleaning, reports, complaints.	Public Works
Service	CU + 2Y	GC34090	Destroy	Includes work orders, entry cards, manholes, service to property owners.	Public Works
Well & Pumping	L + 2Y	GC34090(d)	Destroy	Well monitoring, times operational, power used and quantity, etc.	Public Works
Water Distribution System	CU + 5Y	GC34090	Destroy	Records documenting 5 years preventative and/or repair related activities for potable and/or recycled water delivery systems or components.	Public Works
Maps	P	GC34090		Line location; easements.	Public Works
Master Plans	CU + 2Y	GC34090	Destroy	Copies.	Public Works
Meter Operations, Service and Repair	CL + 2Y	GC34090	Destroy	Reader reports, orders, tests maintenance reports, work orders, repairs, inventory. Temp Hydrant Meters.	Public Works
Permits – other, not NPDES or recycled water	CU + 2Y	GC34090	Destroy	May depend on terms of state or federal agency.	Public Works
Rates	S + 2Y	GC34090	Destroy		Finance
Reclamation	CU + 5Y	40 CFR 122.41	Destroy	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	Public Works

Water Resources - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
RECYCLED WATER					
Agreements, Recycled Water User				See "All Departments" Agreements/Contracts Section.	
Permitting	Disconnect + 5Y	GC34090(d)	Destroy	Records documenting the issuance and/or management of recycled water permits including but not limited to permittee inspections and testing, permittee reports, usage data and communications.	Public Works
Reports	P	GC34090(d)	Permanent	Reports regarding recycled water submitted to the State and self-inspection/self-monitoring reports.	Public Works
REPORTS					
Conservation	CU + 2Y	GC34090	Destroy		Public Works
Consumption	CU + 2Y	GC34090	Destroy		Public Works
Corrosion Control	CU + 12Y	40 CFR 141.91	Destroy	Compliance documentation.	Public Works
Discharge Monitoring	CU + 5Y	40 CFR 122.41	Destroy	Average amount of pollution discharged into waters of Municipality.	Public Works
Drinking Water Corrections	CU + 10Y	40 CFR 141.33	Destroy		Public Works
Hydrograph	P	GC34090	Permanent	Daily flow of streams.	Public Works
Lead Service Line	CU + 12Y	40 CFR 141.91	Destroy	Compliance documentation.	Public Works
Public Education	CU + 12Y	40 CFR 141.91	Destroy	Compliance documentation.	Public Works
Quality Parameters	CU + 12Y	40 CFR 141.91	Destroy	Compliance documentation, water quality monitoring reports including but not limited to self-monitoring.	Public Works
Sanitary Surveys	CU + 10Y	40 CFR 141.33	Destroy	Statistics, reports, correspondence.	Public Works
SCADA	CU + 12Y	40 CFR 141.91	Destroy	Reports for compliance and to support water quality.	Public Works
Source Water	CU + 12Y	40 CFR 141.91	Destroy	Compliance documentation, e.g. lead & copper.	Public Works
State Certification	CU + 12Y	40 CFR 141.91	Destroy	Compliance documentation.	Public Works

Water Resources - Record Series Title	Retention	Statutory Reference	Disposition	Descriptor/Content	Department of Record
Variances, Water System	CU + 5Y	40 CFR 141.33	Destroy		Public Works
Well Level	CU + 2Y	GC34090	Destroy		Public Works
Sources	CU + 2Y	GC34090	Destroy	May include wells, rivers, lakes, districts.	Public Works
Surveyor Field Notes	P	GC34090	Permanent	Notes preparatory to maps of water installations.	Public Works
Surveys, Water System Sanitary	CU + 10Y	40 CFR 141.33	Destroy	Statistics, reports, correspondence.	Public Works
TESTS					
Bacteriological Analysis	CU + 5Y	40 CFR 141.33	Destroy	Compliance records include location, date, method and results; corrections, analysis of bacterial content.	Public Works
Chemical Analysis	CU + 10Y	40 CFR 141.33	Destroy	Compliance records include location, date, method used and results; corrections, analysis of chemical content.	Public Works
Quality	CU + 12Y	40 CFR 141.91	Destroy	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Public Works
Valve Main Records	P	GC34090	Permanent		Public Works
Violations, Drinking Water	CU + 3Y	40 CFR 141.33	Destroy	Retention applies to each violation.	Public Works
Water Delivery System Infrastructure Documentation	P	GC34090(d)	Permanent	Drawings, maps, and other descriptive documentation of the physical infra-structure of potable and recycled water delivery systems.	Public Works
Water Meters	P	GC34090(d)	Permanent	May include, but is not limited to: meter service cards, notifications, readings, operations checklists, replacements, shop log sheets, sets and install records, and all other paper records pertaining to meters and readings not stored in CCMS.	Public Works